

visitisleofman.com Extranet User Guide - Accommodation

1.0 VisitIsleofMan.com	Page 2
2.0 Logging in and out of your account	Page 3
3.0 Help Tutorial Videos	Page 5
4.0 Updating Information	Page 6
4.1 Product Details	Page 7
4.2 Description	Page 9
4.3 Media (Images)	Page 12
4.4 Facilities (including COVID-19 precautions)	Page 16
4.5 Openings	Page 17
4.6 Rooms (only applicable to Accommodation Providers)	Page 20
4.7 Links (Facebook, Twitter, Trip Advisor and YouTube Videos)	Page 22
4.8 Special Offers	Page 28
4.9 Group Travel	Page 30
5.0 Viewing Profile Reports	Page 32

1.0 visitsleofman.com

In 2016, The VisitsleofMan.com website went under a refresh due to dated functionality and limited product cross-selling opportunities.

This means a mobile-optimised website promoting all the Isle of Man has to offer with increased functionality such as an itinerary planner, mapping and cross-selling events, activities, accommodation, eateries and more, to assist the visitor in planning as much into their visit as possible!

Industry members are set up with business pages which they can log into and maintain. This provides great opportunities to promote your latest imagery, Trip Advisor reviews, opening hours, special offers and more.

Categories, location and business facilities will allow your business to be promoted in different areas across the website, suggested as a similar or nearby product, be filtered in searches and saved to a user's itinerary to be printed or saved for later.

The Vision for VisitsleofMan.com

To provide an enjoyable customer experience for people researching a potential holiday, considering booking and who have already booked and want to plan their visit.

Objectives:

- **Improve the visitors online experience**
- **Improve product cross-selling opportunities to increase visitor spend**
- **Increase UK families long and short holidays**
- **Increase short breaks (singles & couples)**
- **Extend the season, focusing initially on March and October**

2.0 Logging in to your account

In order to edit your property details on the website, you will need to login to your extranet account on the internet.

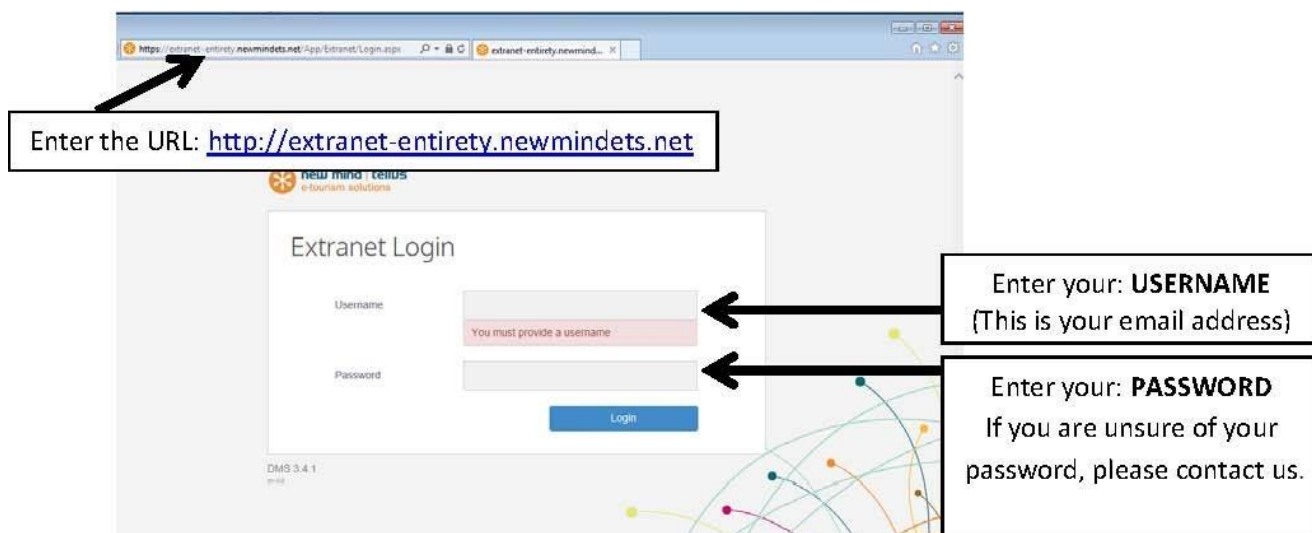
1. Open your internet browser (e.g., Safari, Internet Explorer, Fire Fox, Google Chrome)



Type the following URL into the search bar: <https://extranet-entirety.newmindets.net>

- The following screen will be displayed:

2. Enter your **Username** and **Password** into the boxes and click the 'Login' button.



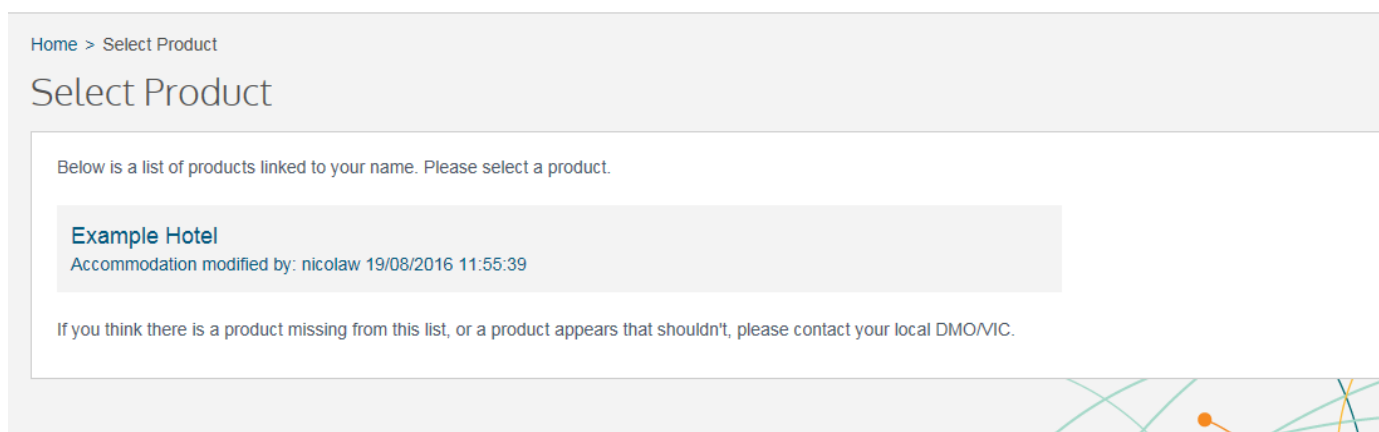
Enter the URL: <http://extranet-entirety.newmindets.net>

Enter your: **USERNAME**
(This is your email address)

Enter your: **PASSWORD**
If you are unsure of your password, please contact us.

- Once logged in, you will see your product selection screen. Depending upon how many products (properties) you have, you may see one or multiple products listed.

3. Click on the product (property/business) you wish to view or update.



Home > Select Product

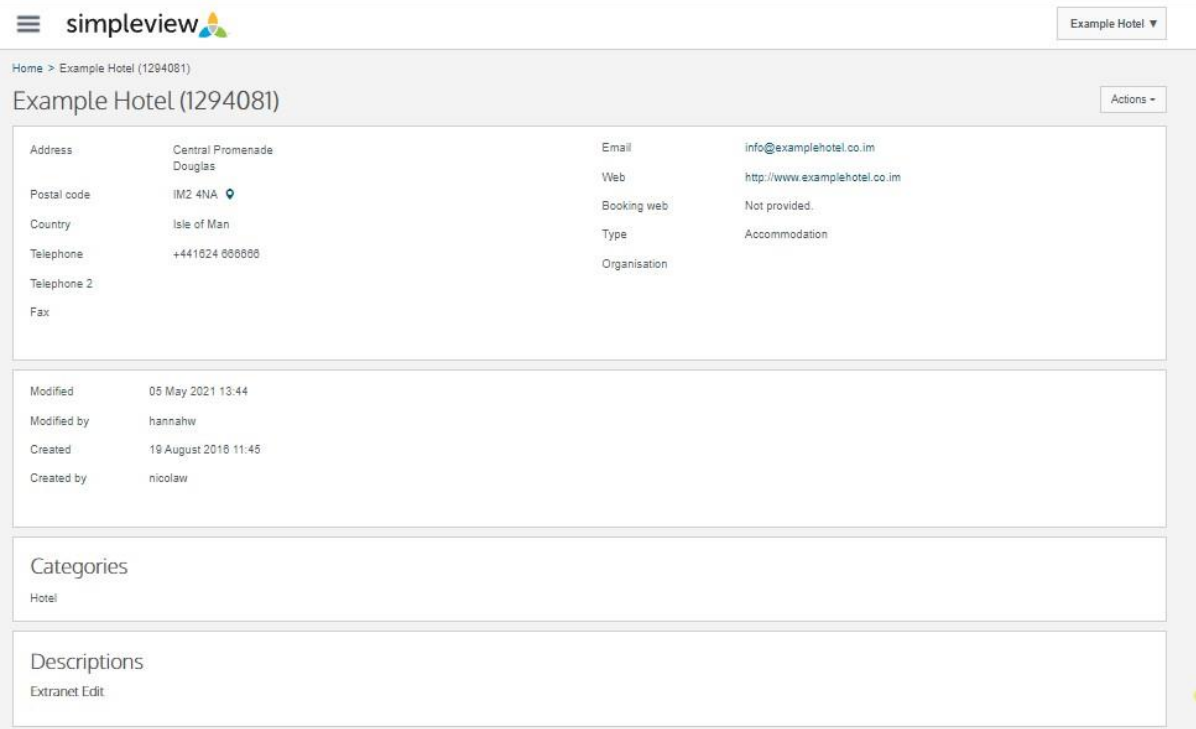
Select Product

Below is a list of products linked to your name. Please select a product.

Example Hotel
Accommodation modified by: nicolaw 19/08/2016 11:55:39

If you think there is a product missing from this list, or a product appears that shouldn't, please contact your local DMO/VIC.

- Your product/business details will display



simpleview Example Hotel ▾

Home > Example Hotel (1294081)

Example Hotel (1294081) Actions -

Address	Central Promenade Douglas	Email	info@examplehotel.co.im
Postal code	IM2 4NA	Web	http://www.examplehotel.co.im
Country	Isle of Man	Booking web	Not provided.
Telephone	+441624 666666	Type	Accommodation
Telephone 2		Organisation	
Fax			

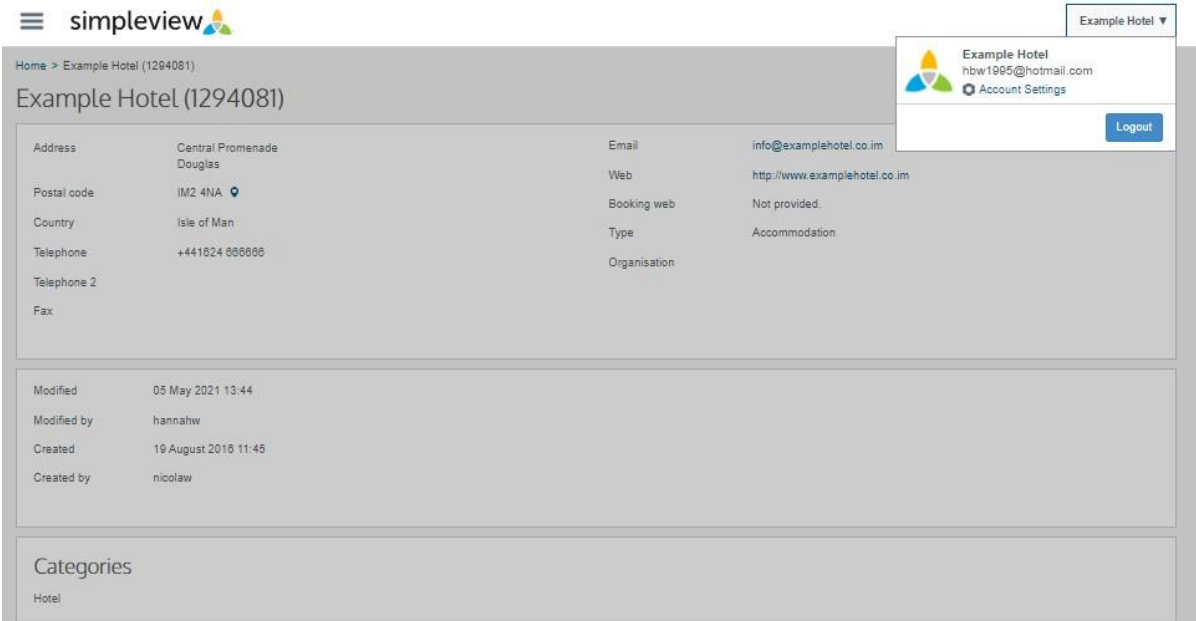
Modified	05 May 2021 13:44
Modified by	hannahw
Created	19 August 2016 11:45
Created by	nicolaw

Categories
Hotel

Descriptions
Extranet Edit

2.1 Logging out of your account

- To log out of your account, click the 'User Preferences' button, which will state the name of the product 'Example Hotel' in the top right of the screen.
- Click 'Logout'
 - This will take you back to the 'Login' screen



simpleview Example Hotel ▾

Home > Example Hotel (1294081)

Example Hotel (1294081)

Address	Central Promenade Douglas	Email	info@examplehotel.co.im
Postal code	IM2 4NA	Web	http://www.examplehotel.co.im
Country	Isle of Man	Booking web	Not provided.
Telephone	+441624 666666	Type	Accommodation
Telephone 2		Organisation	
Fax			

Modified	05 May 2021 13:44
Modified by	hannahw
Created	19 August 2016 11:45
Created by	nicolaw

Categories
Hotel


Example Hotel
hbw1995@hotmail.com
Account Settings

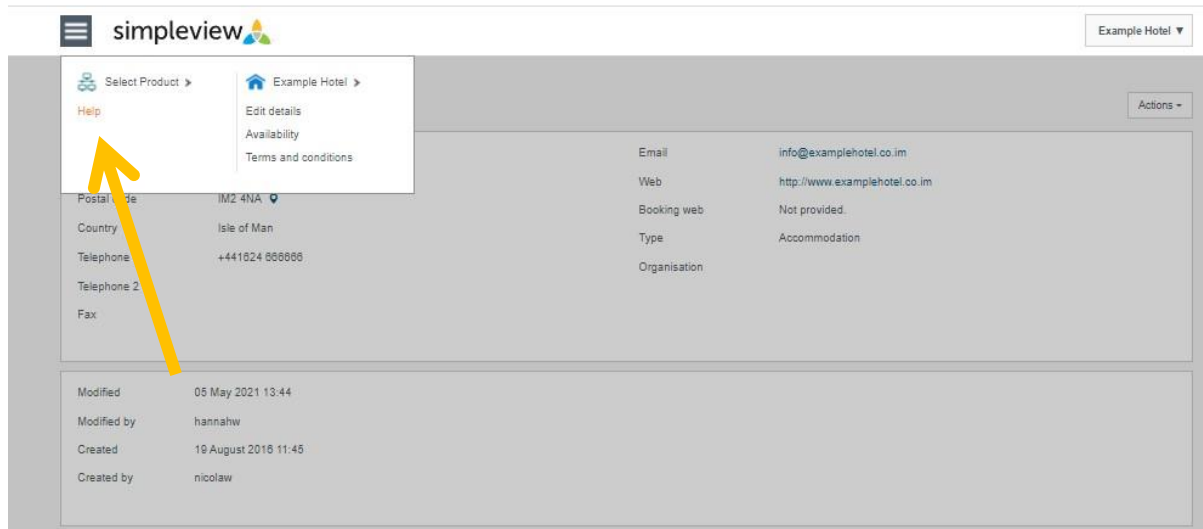
Logout

3.0 Help Tutorial Videos

There are a number of short tutorial videos available to help you navigate around the product page and complete each section.

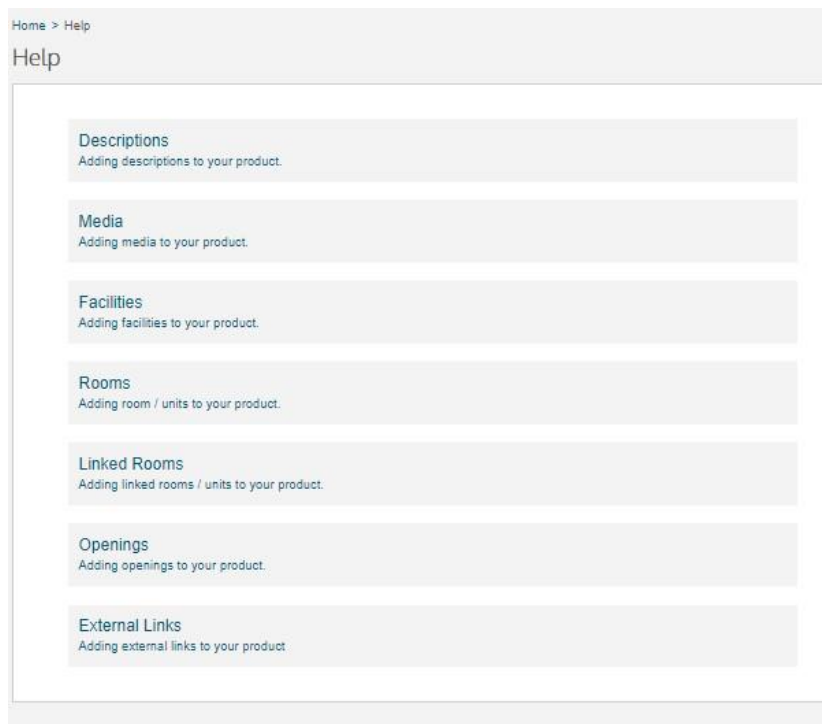
To access the 'Help' videos:

1. Click on the  icon in the top left of your screen
2. Click 'Help'



The selection of help videos will display.

3. Simply click the video relating to the section you wish to view.



4.0 Updating Information

1. To update your product information, click on the ☰ symbol in the top left of the screen.

A menu box will appear with a number of options:

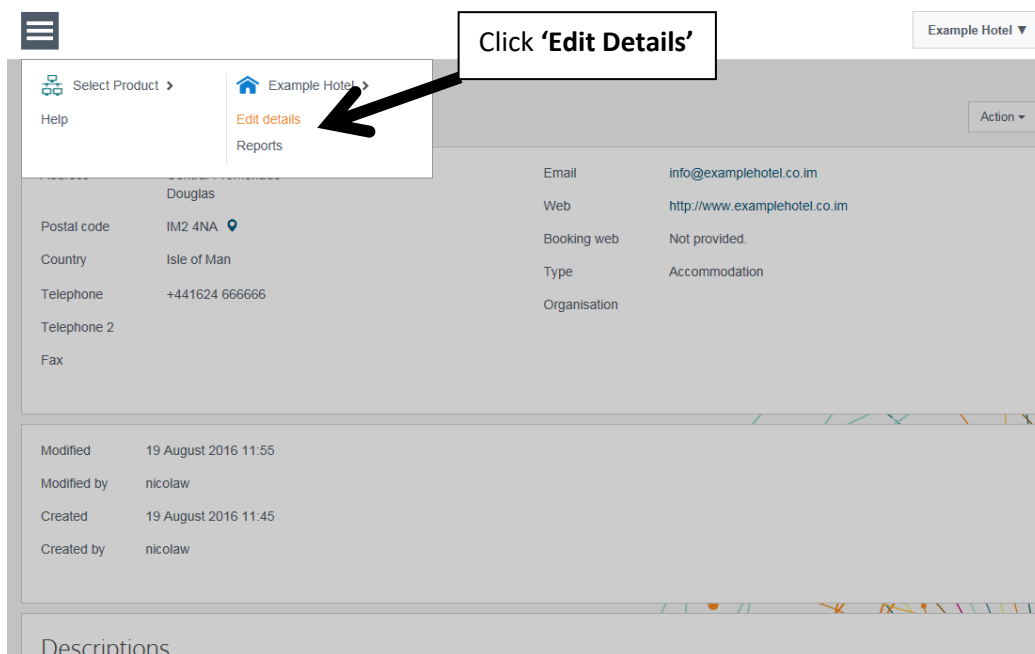
- **Select Product** - this will take you back to the select product screen
- **Product Name** - this will take you back to the start page of the product you have selected

Edit Details - this will allow you to update the descriptions and details associated to your product

- **Reports** - this will allow you to view statistical reports associated to the selected product, for example, the number of times your product has been clicked on, added to the itinerary planner, and phone number has been requested

If you wish to close this menu box, click on the ☰ and the box will disappear.


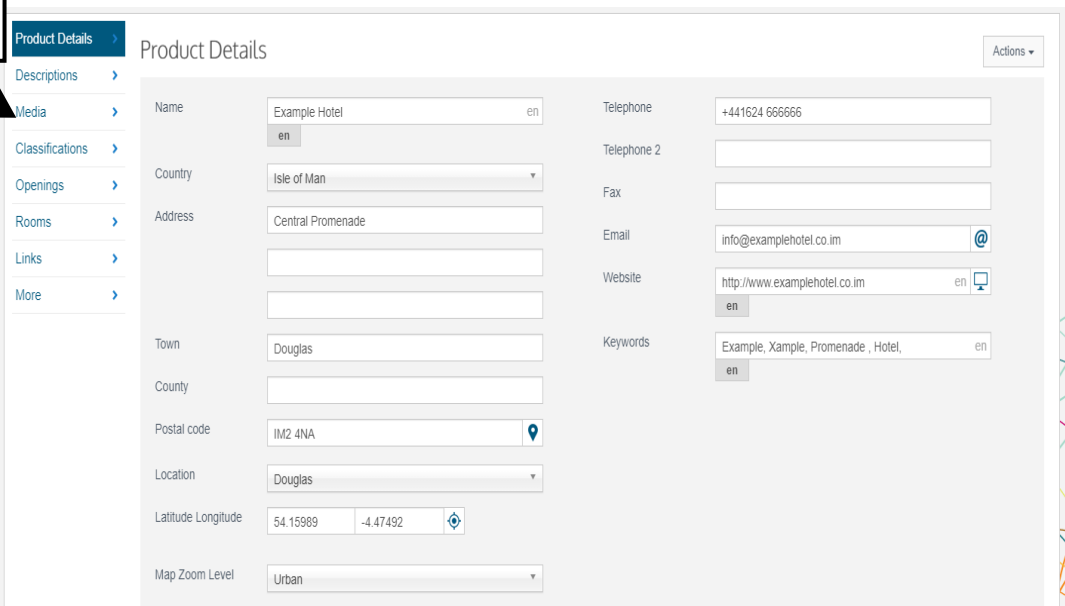
2. To edit your property details click on 'Edit details'



Your property information will then be displayed. Use the navigation bar on the left side of the screen to edit each section of your profile:

- Product information
- Description
- Media
- Facilities
- Openings
- Rooms
- Links
- More
 - a) Special Offers
 - b) Group Travel

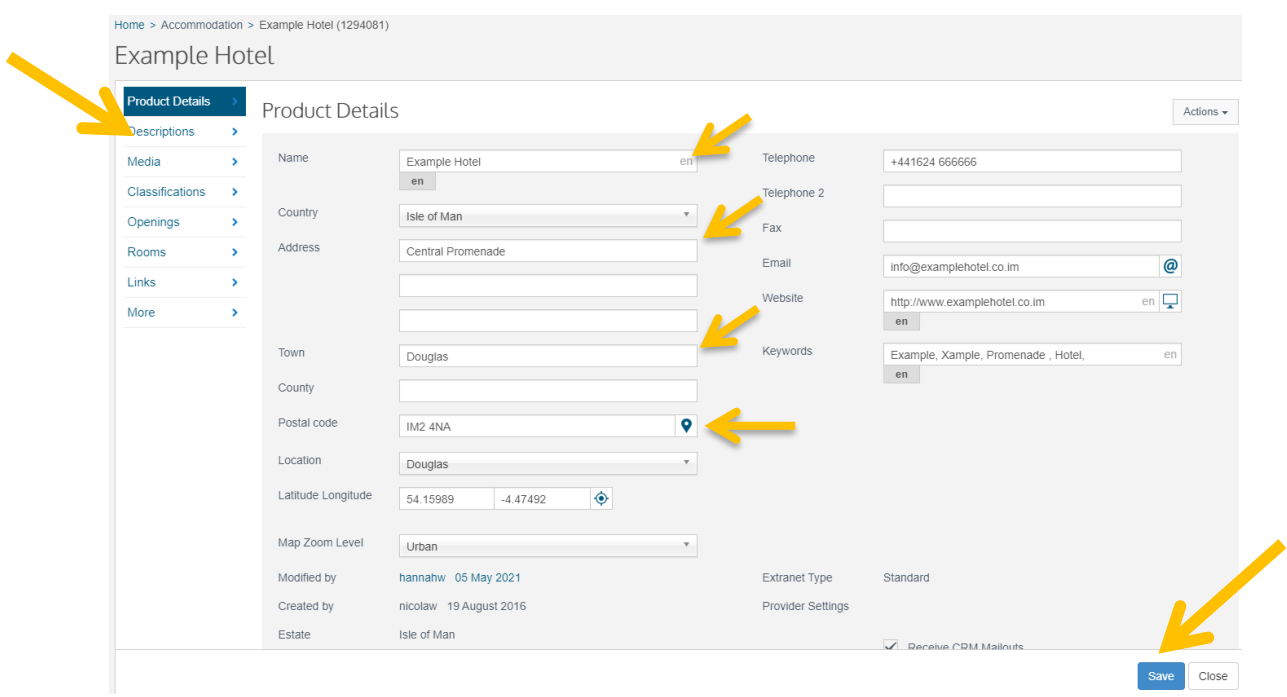
Navigation Bar

4.1 Product Details

1. To edit your product contact details, click ‘Product Details’ in the navigation bar located to the left of the screen.

This screen will display. You can edit all of the information on this screen by clicking into the text boxes and typing, or by using the drop down lists.



Home > Accommodation > Example Hotel (1294081)

Example Hotel

Product Details

Name: Example Hotel en

Telephone: +441624 666666

Country: Isle of Man

Address: Central Promenade

Town: Douglas

Postal code: IM2 4NA

Location: Douglas

Latitude Longitude: 54.15989 -4.47492

Map Zoom Level: Urban

Modified by: hannahw 05 May 2021

Created by: nicolaw 19 August 2016

Estate: Isle of Man

Telephone 2:

Fax:

Email: info@examplehotel.co.im

Website: http://www.examplehotel.co.im en

Keywords: Example, Xample, Promenade , Hotel, en

Extranet Type: Standard

Provider Settings:


Receive CRM Mailouts

Save Close

NAME - **Accommodation providers MUST NOT edit the NAME of their property** as this needs to be exactly as stated on your registration form. If you do wish to change the name of your property please contact the Business Development Team for Tourism on 01624 695700.

COUNTRY - use the drop down list by clicking the arrow at the end of the box, select **ISLE OF MAN**

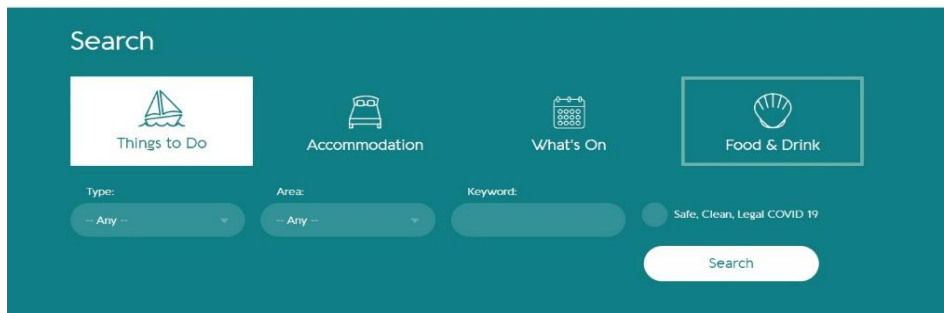
ADDRESS - There are two ways in which you can enter your address, either manually type your address into the boxes provided OR enter your postcode into the 'Postal Code'

box, and select the  icon at the end of the box - this will automatically populate your address. If the address presented isn't exactly correct, you can manually edit the text.


TOWN - enter your Isle of Man town

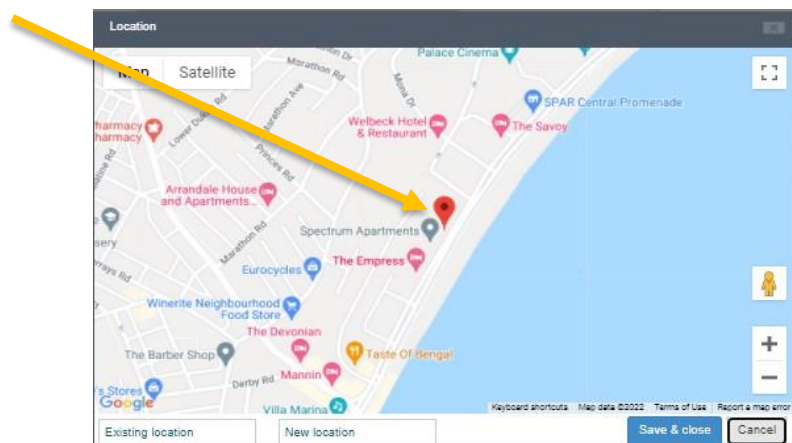
POSTAL CODE - enter your post code

LOCATION - use the drop down list by clicking the arrow at the end of the box, and select the location of your property (this will allow users to filter by town in a website advanced search):



LATITUDE LONGITUDE - This locates where your property is on the Isle of Man and is how the system will link your property to surrounding activities, eateries and attractions as recommendations to the visitor using the website as 'What's Nearby', so it **is important that this is correct**.

1. To set your coordinates, click on the  icon. A map will display
2. To plot your location, use the tools in the top left of the screen to navigate to the correct area, and to also 'zoom in' and 'zoom out'
3. To plot your location, click on your selected point on the map, and the orange pointer will land
4. Click 'Save & Close'



TELEPHONE - Please enter your property telephone number with the area code, for example **+44 1624 685965** and **not 01624 685965**, as this will enable visitors browsing the website on their smart phone to call you by clicking on your telephone number.

TELEPHONE 2 - If you have more than one property contact number for visitors to call for information or to make a booking, enter this here

FAX - If you have a Fax number, enter this here

EMAIL - Enter your property contact email address

WEBSITE - Enter your property website URL here

BOOKING WEBSITE - **Ignore**. *Leave this box blank*

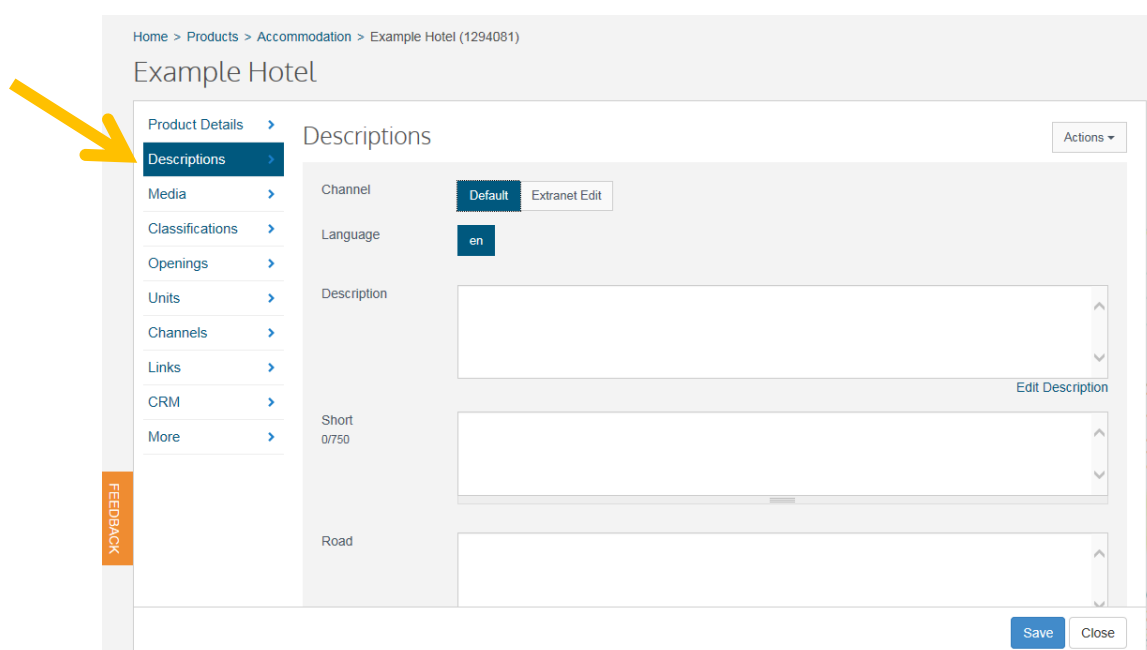
KEYWORDS -these are words which visitors may type into the search box on the website to try and find you. You may wish to enter into this box common misspellings of your property name, or phonetic spellings. You can separate these by using a simple comma and space (,).

5. Once you have completed your details, click on the save button at the bottom right hand side of the screen.

4.2 Description

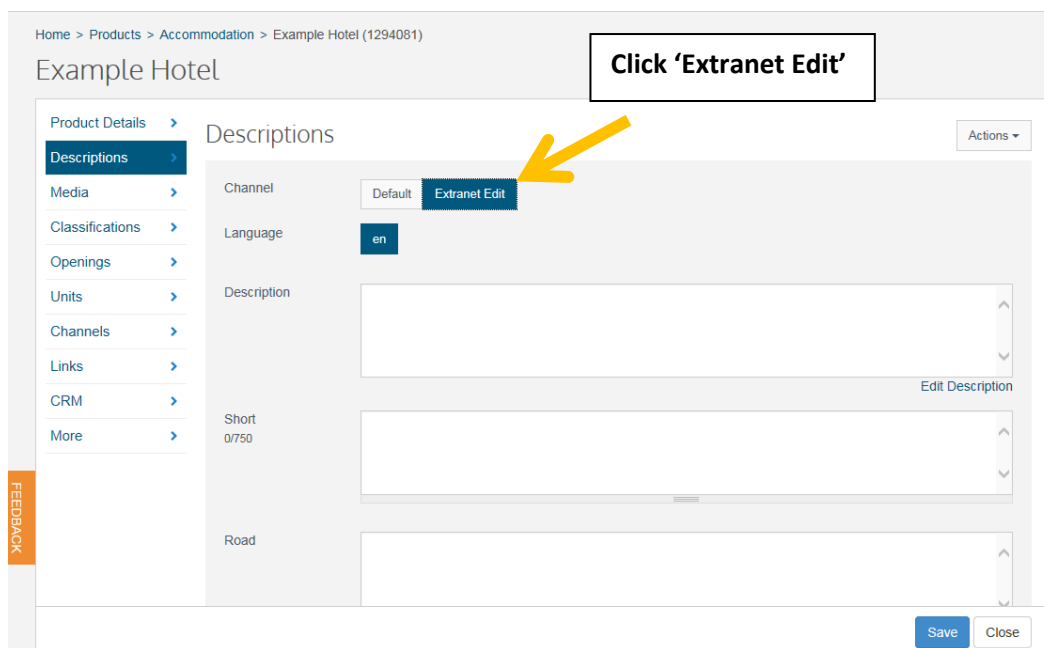
The description information tab, allows you to add descriptive information relating to your product.

1. To update your product description, click '**Descriptions**' in the navigation bar located to the left of the screen. This screen will display.



2. You will see on your screen that the '**Default**' button is highlighted in blue. In order to

edit your description, you will first need to click on the 'Extranet Edit' button, so it turns blue. You will then be able to type in the white text boxes.



There are various fields available that relate to different aspects of your product record;

- **DESCRIPTION:** This should be a long, detailed description that will appear on your individual profile, for example:

About

The stunning 4 Star COMIS Hotel is set in 250 acres of beautiful Manx countryside. Located on the outskirts of the Islands capital Douglas, the hotel has 105 spacious bedrooms each with a separate shower and bath. There is free wi-fi throughout the hotel and we provide free onsite extra wide car parking spaces for up to 300 cars. So if you are travelling on business or leisure the 4 Star COMIS Hotel and Golf Resort is the perfect choice to enjoy your visit to the Isle of Man. The 4 Star Hotel offers family rooms where children up to the age of 12 stay free when sharing with their parents or the choice of an interconnecting family room for those children who are a little older. The hotel welcomes guests with pets and we have a beautiful range of rooms in which you and your four legged friend can enjoy your stay at the hotel.

Relax in our beautiful bedrooms:

Classic Rooms

Executive Rooms

Executive Four Poster Rooms

Family Friendly Rooms (Children up to 12 years sharing parents room stay free)

Childrens Cots supplied free of charge

Family Friendly Rooms (Interconnecting Bedrooms available for older children)

Accessible Friendly Rooms

Pet Friendly Rooms (no charges for pets staying at the hotel)

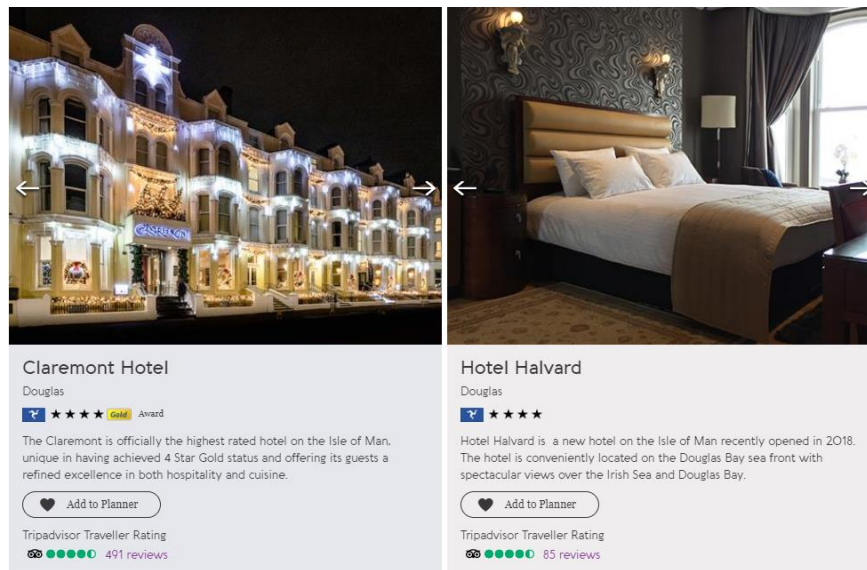
Enjoy our choice of restaurants:

Snaefell Restaurant & Cocktail Bar

Le Brulot Bar & Grill

Golf Club Restaurant & Bar

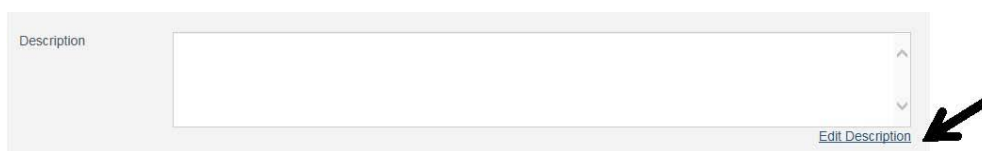
- **SHORT:** This should be a short description (an overview) which will appear next to your listing on the search results page, for example:



- **ROAD:** This is where you should explain the directions to your property by road.
- **TRANSPORT:** This is where you can outline what public transport visitors can travel to your property (e.g. bus routes, including bus service number and bus stop to get on and off at).

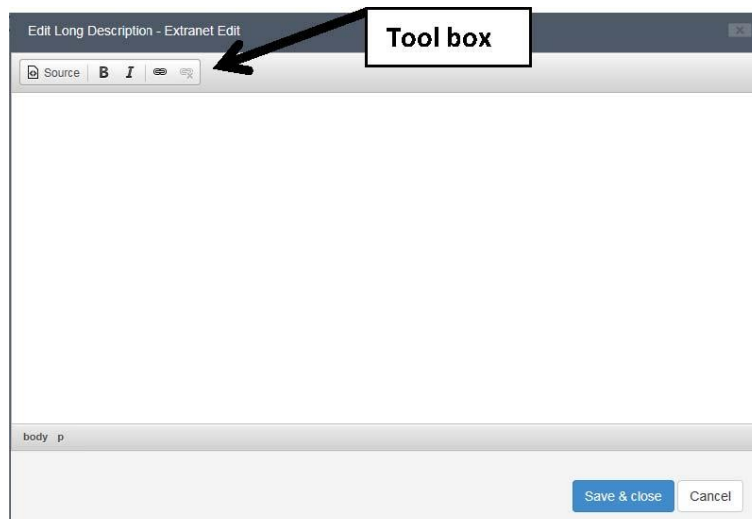
To update the text in the text boxes provided;

2. Click 'Edit Description' underneath the text box



This box will appear.

3. To add text into the box, click in the white space and start typing. If you wish to make any of your text **bold** or *italics*, you can do this by using the tool box



- Once you have completed your descriptions, click on the save button at the bottom right of the screen.

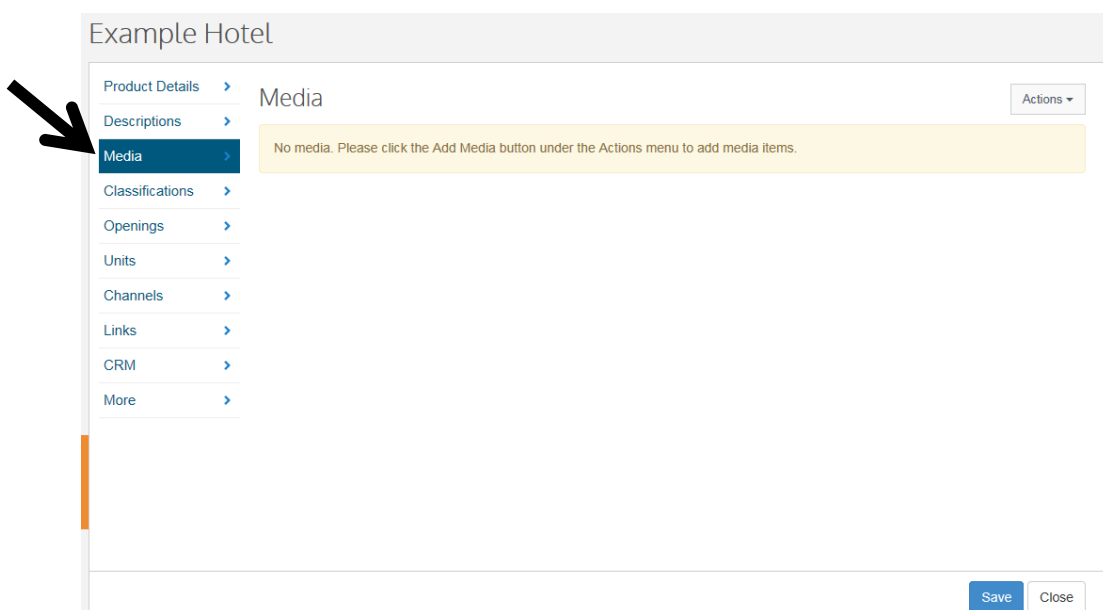
4.3 Media (Images)

The media tab allows you to upload up to 10 images to display on your product record.

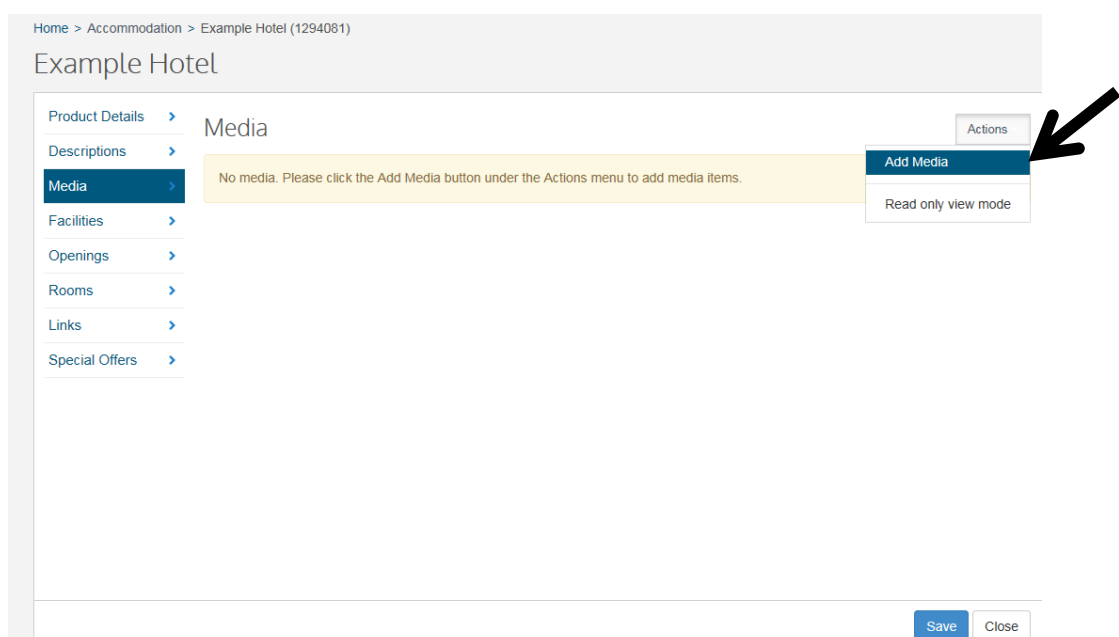
Please ensure your images are as close to these dimensions as possible, so that they do not distort on large screens. Image Dimensions: height 535px by 950px wide.

- To edit your media, click ‘Media’ in the navigation bar located to the left of the screen.

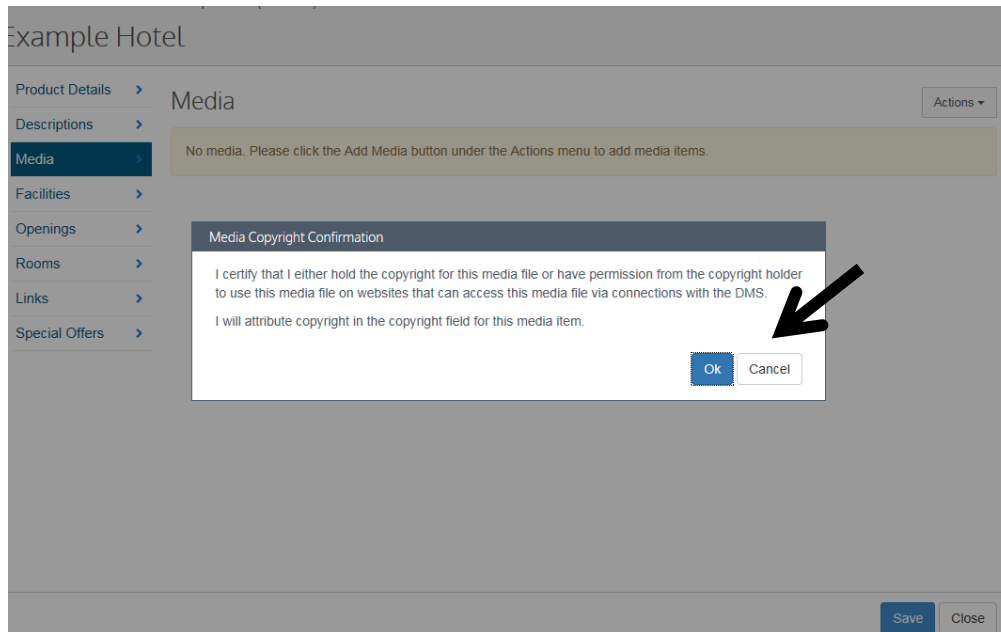
This screen will display.



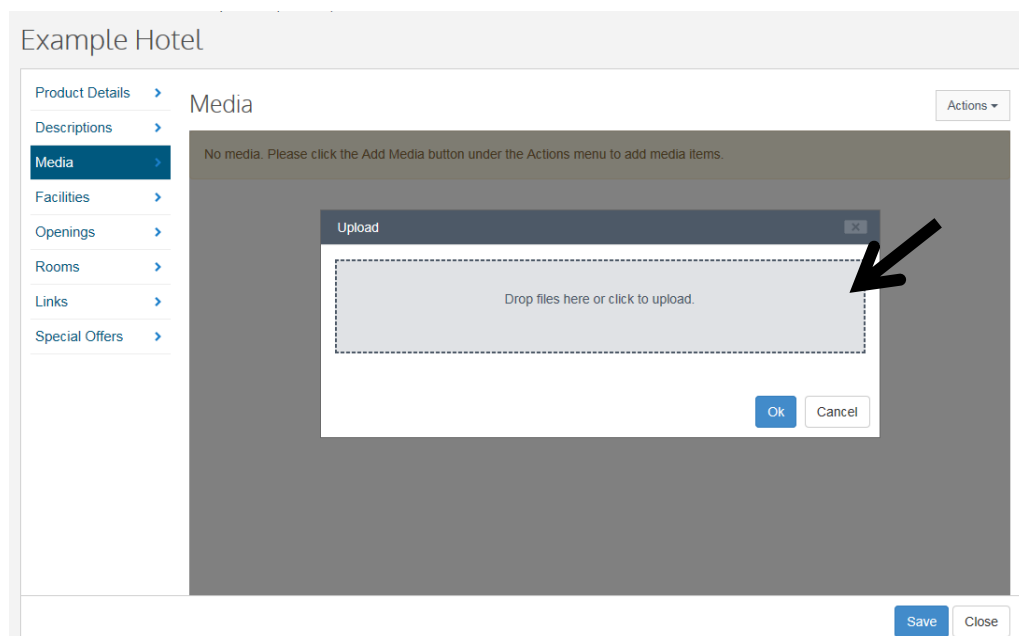
- To add new images click the ‘Actions’ button in the top right of your screen.

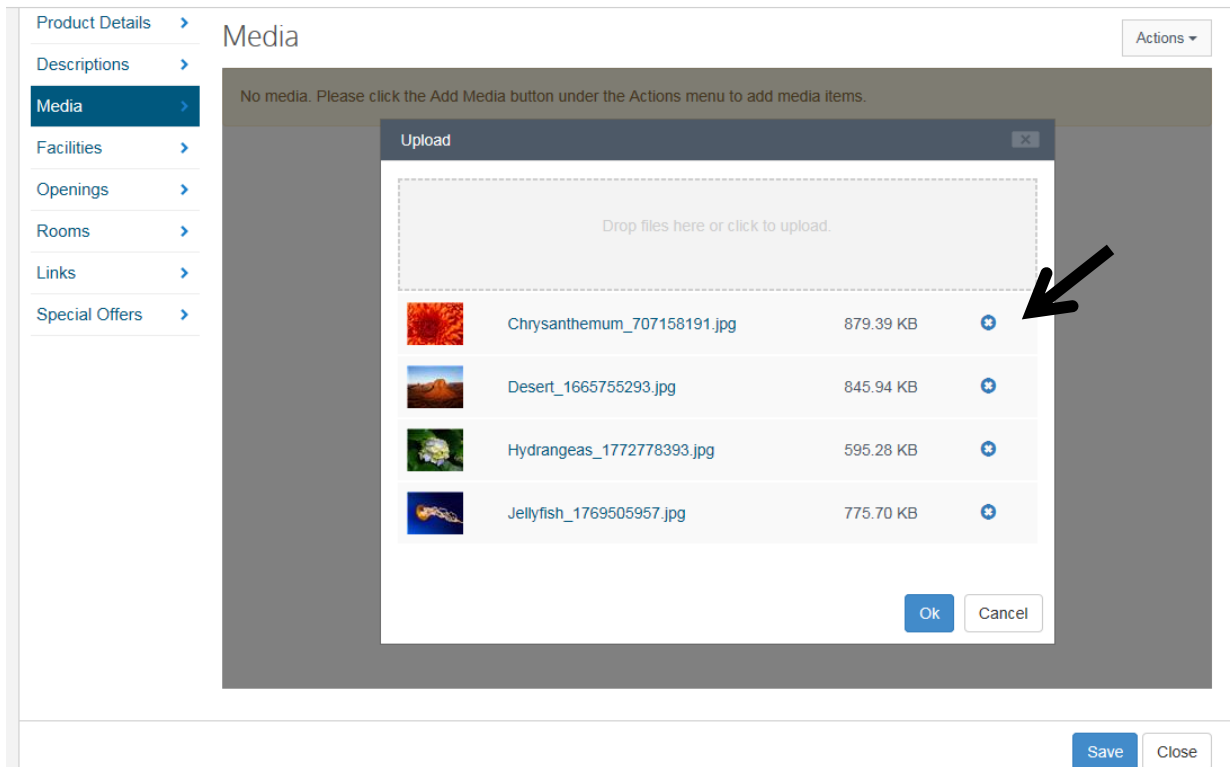


3. Then click 'Add Media'
4. This screen will appear. Click 'OK' to confirm that you have the correct permissions to use the images you are about to upload.

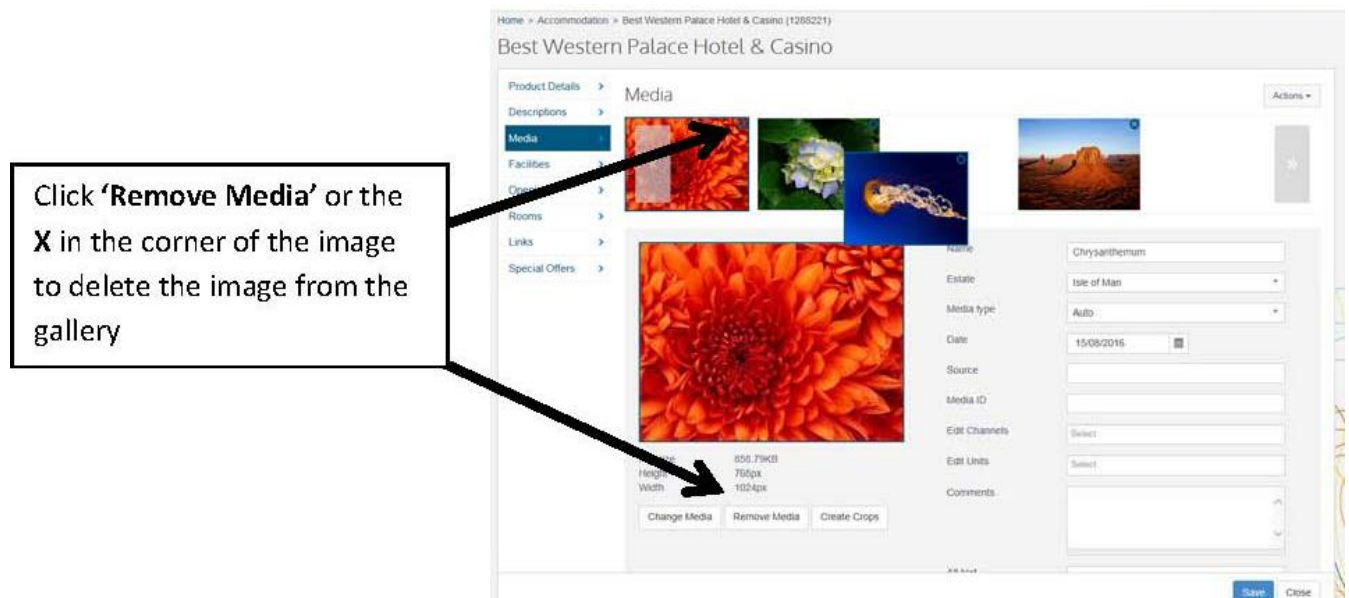


5. To add images click into the grey box, and your computer files will display. You can then search for your images in your computer gallery. To select multiple images hold down the 'Ctrl' button and select multiple images with the mouse.





6. To remove an image, click the X associated to the image - the image will disappear.
7. Once you have selected your images, click **OK**.
8. You can change the position of your images by clicking on the image and dragging it to where you would like to position it.
9. To add text against each of your images, select one image from the scroll - this will then display as the large image.



Please note: The **first image in the scroll** will be used as the **main image** for your property across the website, so please ensure this is your best property/business image.

Name

Estate

Media type

Date

Source

Media ID

Edit Channels

Edit Units

Comments

Alt text

Copyright

Title / name of the image e.g.: bedroom 1,

Select: Isle of Man

Select: 'Picture' from the drop down menu

You can add further details in regard to the image for your own internal use – this will not be visible on the website, e.g. remove this image in January

ALT TEXT – title / name of the image e.g. Double Bedroom (**important to complete**)

If you have added images which need to be attributed to a specific Photographer or company, you can enter this information here – *if permission to do so has been given by the Photographer*

The important fields to complete are **'Name'** (the name of the photo, e.g. 'Double Bedroom') and **'Alt text'** (the alt text means that search engines such as Google can identify the text and screen readers or assistance software can pick this up. Alt text is the description that appears when you hover over the image), for example:

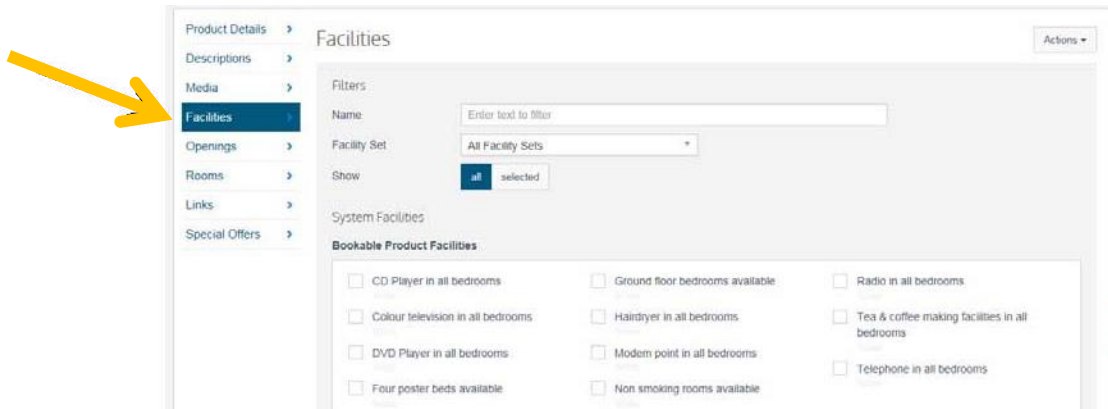


10. Once you have added your photos and completed the text fields, click the **save** button in the bottom right of your screen.

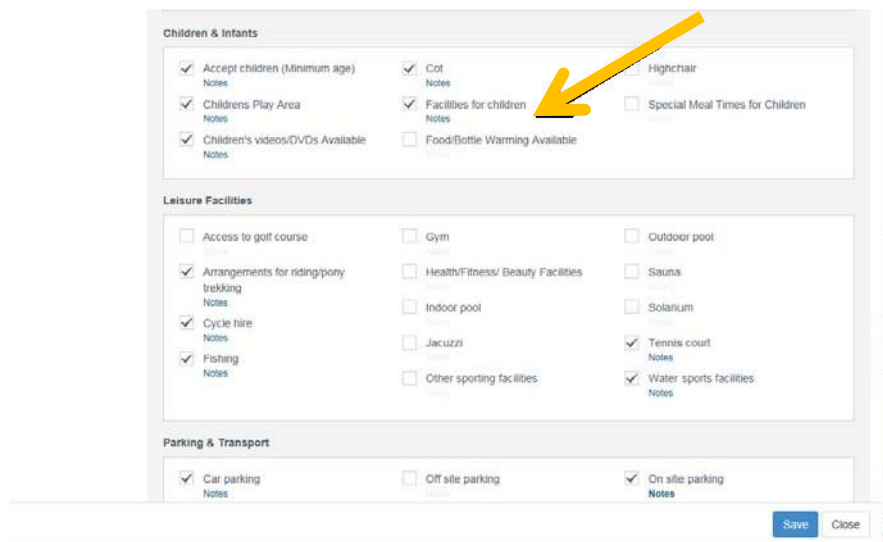
4.4 Facilities

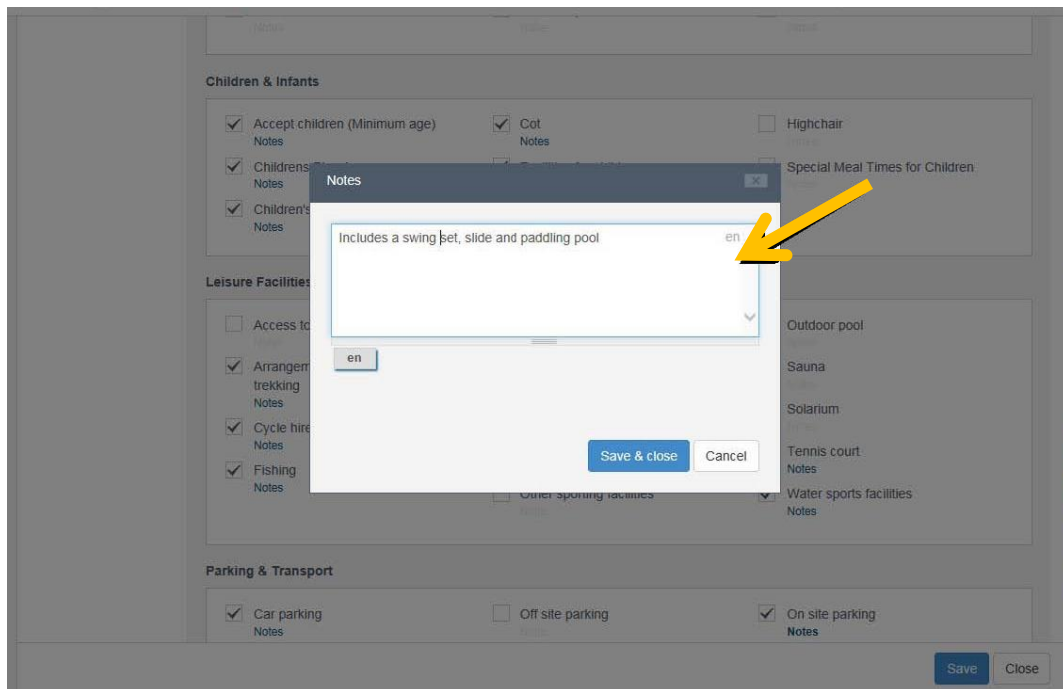
1. To update your property facilities, click **'Facilities'** in the navigation bar located to the left of the screen. Click on the **'all'** button so that it is highlighted blue.

This screen will display.



2. Scroll down the page, and tick each box next to the facilities your property provides. If you wish to add more specific notes against a facility you can do this by clicking on the word **'Notes'** beneath the facility, for example:





3. Once you reach the bottom of the scroll, click save in the bottom right hand corner.
4. COVID-19 responses are found within the Facilities section. These can be selected to demonstrate to visitors what COVID-19 practices and procedures you have in place.

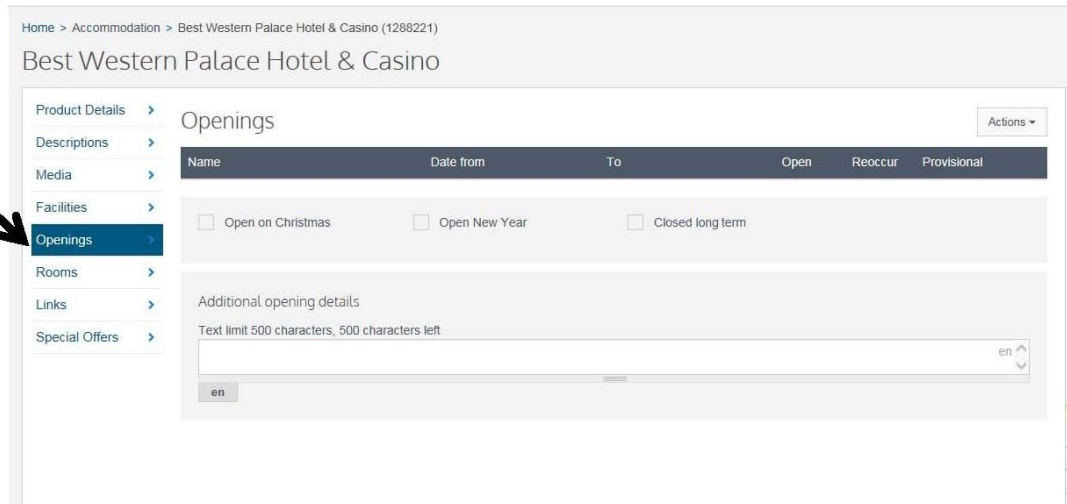
Examples of the options include:

- ▶ Advance booking essential
- ▶ COVID-19 measures in place
- ▶ COVID-19 refund and cancellation policy in place
- ▶ COVID-19 risk assessment completed
- ▶ COVID-19 staff training completed
- ▶ Deep cleaning between visitors
- ▶ Hand sanitizer available to visitors & staff
- ▶ Online booking only
- ▶ Outside seating
- ▶ Pets welcome during COVID-19 restrictions
- ▶ Regularly sanitised high-traffic areas
- ▶ Staff required to regularly wash hands

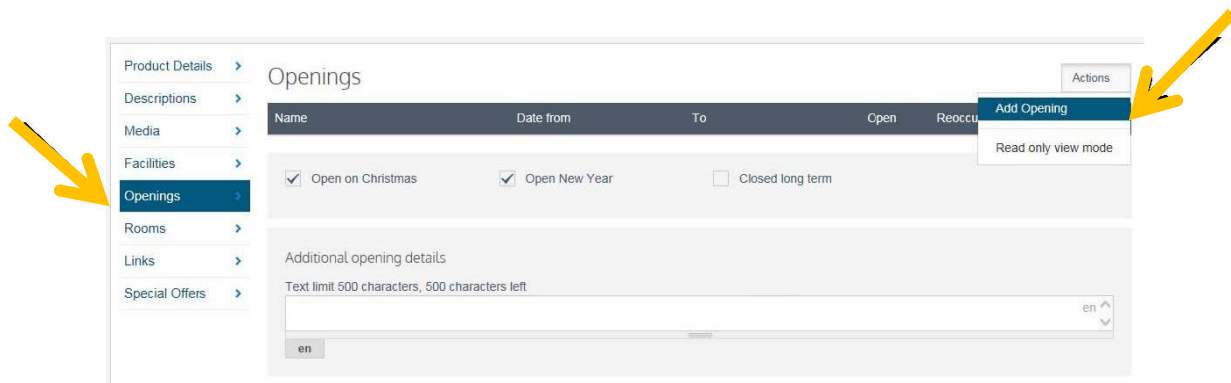
4.5 Openings

1. To edit your property seasonal opening times, click '**Openings**' in the navigation bar located to the left of the screen.

This screen will display.



2. Tick the boxes '**Open Christmas**', '**Open New Year**' and '**Closed Long Term**', if these apply to your business operation.
3. If you close your business at certain periods throughout the year (e.g. for the month of December) or if you have set seasons (e.g. Peak season and Off-Peak season) you can add this information by clicking on the '**Actions**' button in the top left hand corner and select '**Add Opening**'.




4. Enter the name of your opening operation in the text box, for example, Peak Season / Off Peak Season.
5. To amend the date, click on the **calendar icon**, followed by clicking on the appropriate date.

Select any of the tick boxes which apply to this opening;

Open: Click this box to signify that the date range set is when the business is open and available to take bookings.

Reoccur: Click this box if these opening times are the same each year.

Provisional: *Leave this box empty*

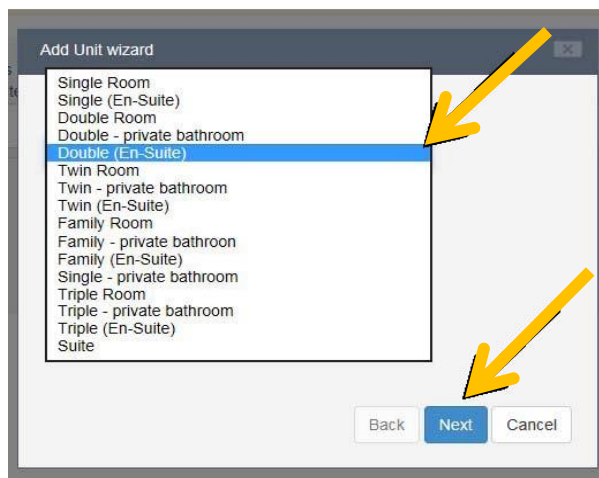
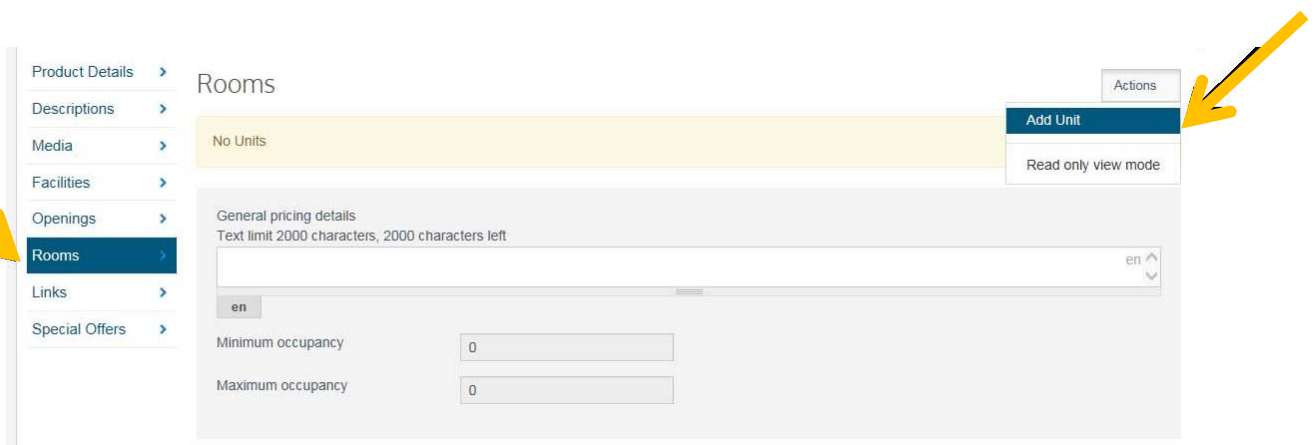
- If you wish to add further details regarding your opening season, for example, check in times, check out times, you can add this into the text box 'Additional opening details'.
- If you wish to remove an 'Opening' that you have created, click the  'kebab' icon at the end of the row, and click 'Delete'. The opening will be removed from your screen.

7. Once you have added your seasonal opening times, click the save button in the bottom right corner of the screen.

4.6 Rooms *(only applicable to Accommodation Providers)*

This tab allows you to add information in regard to the type and number of rooms, units, cottages, apartments etc. this product record holds.

1. To add your individual unit capacities, click **'Rooms'** in the navigation bar located to the left of the screen. This screen will be displayed.
2. To add your units, click the **'Actions'** button in the top right of the screen, then click **'Add Unit'**




3. The 'add unit' wizard will appear. Select the type of unit you wish to add, for example, 'Double (en-suite)'.
4. Click 'Next'

Name - this is the name of the individual unit e.g. Sea View Double

Quantity - this is how many of this unit you have e.g. the total number of Sea View Double Bedrooms.

Capacity - this is how many people this individual unit can accommodate (bed spaces) e.g. the total number of people one of this room type (Sea View Double Bedroom) can accommodate.

Guide Price-this is an estimate guide price (or from price. This will display on your




Claremont Hotel
Douglas
★★★★★ Gold Award

The Claremont is officially the highest rated hotel on the Isle of Man, unique in having achieved 4 Star Gold status and offering its guests a refined excellence in both hospitality and cuisine.

[Add to Planner](#)

Tripadvisor Traveller Rating
★★★★★ 491 reviews

Price
£115.00
Per room (breakfast included)



Hotel Halvard
Douglas
★★★★★

Hotel Halvard is a new hotel on the Isle of Man recently opened in 2018. The hotel is conveniently located on the Douglas Bay sea front with spectacular views over the Irish Sea and Douglas Bay.

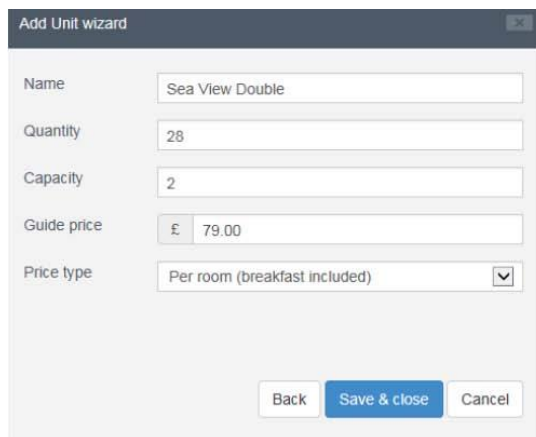
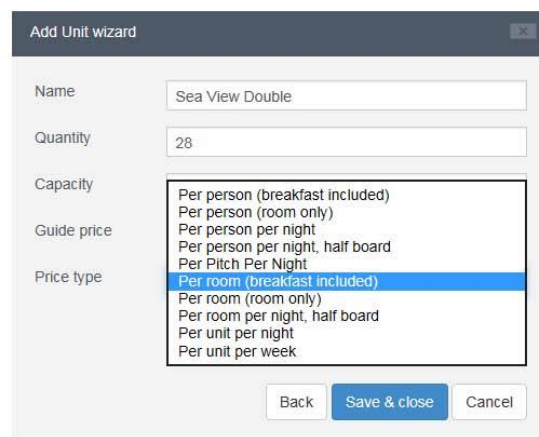
[Add to Planner](#)

Tripadvisor Traveller Rating
★★★★★ 85 reviews

Price
£110.00
to £200.00
Per room (breakfast included)

property when an availability search criteria has not been entered by the visitor)

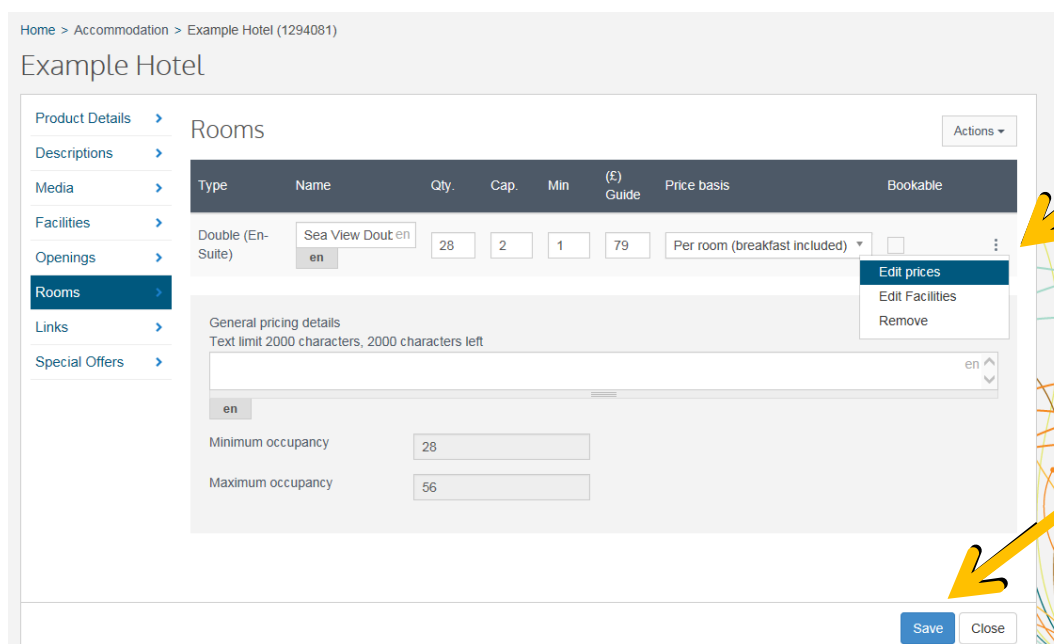
Price type - this identifies the specifics of the guide price. Click on the arrow to reveal a drop down list, and select the relevant option.

5. Click 'Save and Close'

This screen will display.

6. If you wish to set a more specific guide price, facilities or delete the unit click the 'kebab' icon, which will reveal these options:



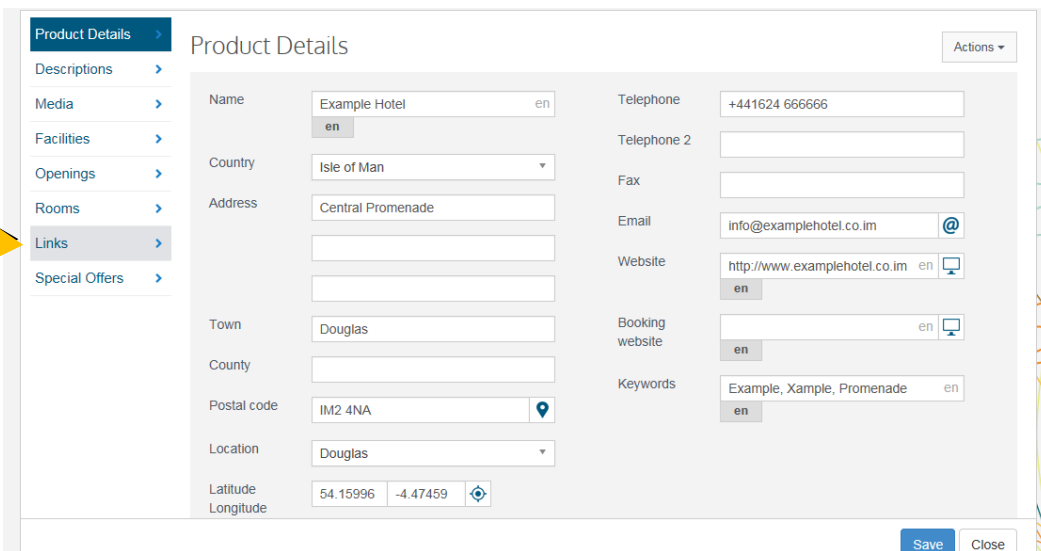
7. To add additional units, repeat this process (4.6)
Once you have added all of your units, click 'Save' in the bottom right of the screen

4.7 Links

This tab allows you to add links to other external web items, including Facebook, Twitter, Trip Advisor and YouTube videos.

- **FACEBOOK**

1. To add your social channel or YouTube video, click 'Links' in the navigation bar located to the left of the screen.



Product Details

Product Details

Actions

Name: Example Hotel en

Telephone: +441624 666666

Country: Isle of Man

Address: Central Promenade

Town: Douglas

County:

Postal code: IM2 4NA

Location: Douglas

Latitude: 54.15996 -4.47459

Telephone 2:

Fax:

Email: info@examplehotel.co.im

Website: http://www.examplehotel.co.im en

Booking website: en

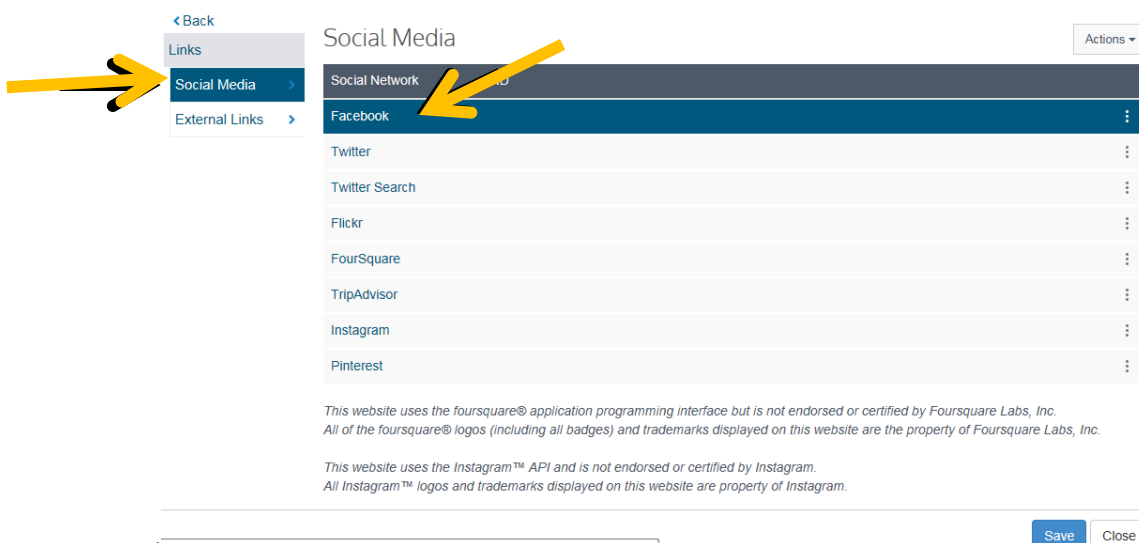
Keywords: Example, Xample, Promenade en

Save Close

This screen will be displayed.

2. To add your Facebook and Twitter accounts, click 'Social Media' in the navigation bar.

3. Click 'Facebook'



Social Media

Social Network

Facebook

Twitter

Twitter Search

Flickr

FourSquare

TripAdvisor

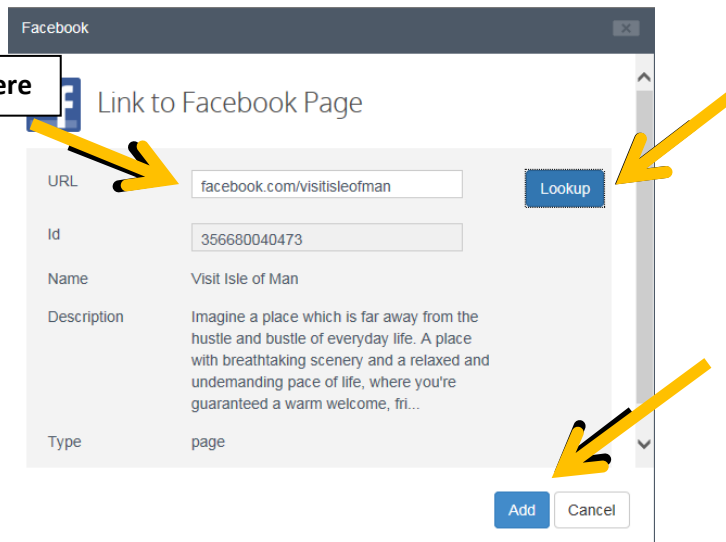
Instagram

Pinterest

Save Close

This screen will appear.

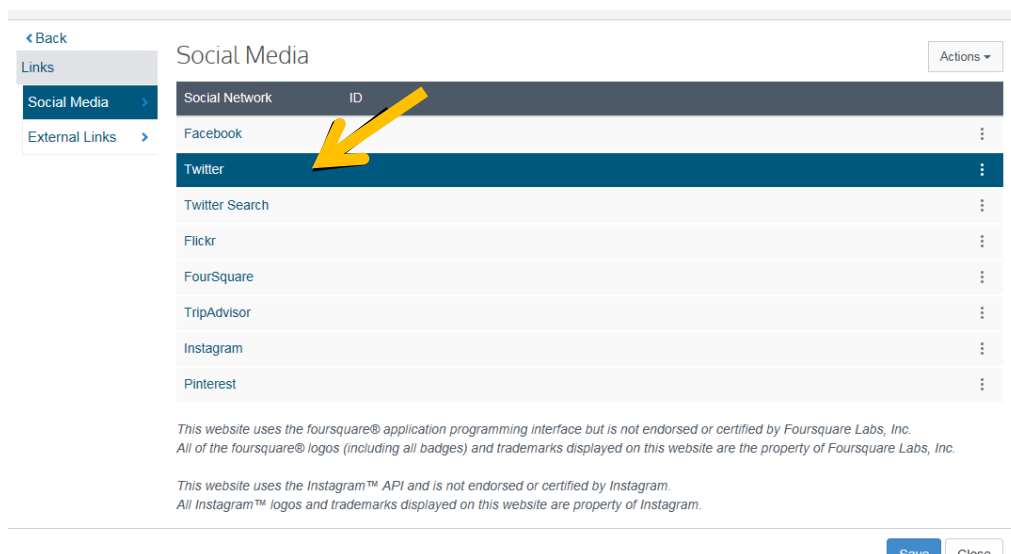
4. Copy and paste your Facebook Business page URL into the 'URL box' or type it into the box provided and click 'Lookup' e.g. [facebook.com/visitisleofman](https://www.facebook.com/visitisleofman) - this will search for your Facebook page, and populate the ID box, Name and Description.



5. Click 'Add'

- Twitter

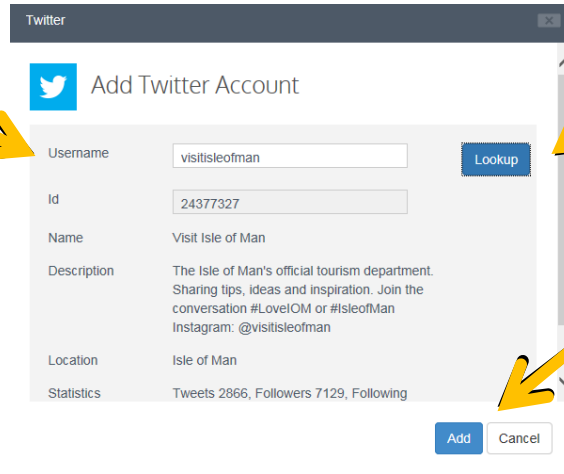
1. To add your Twitter account to your product page, click 'Twitter'.



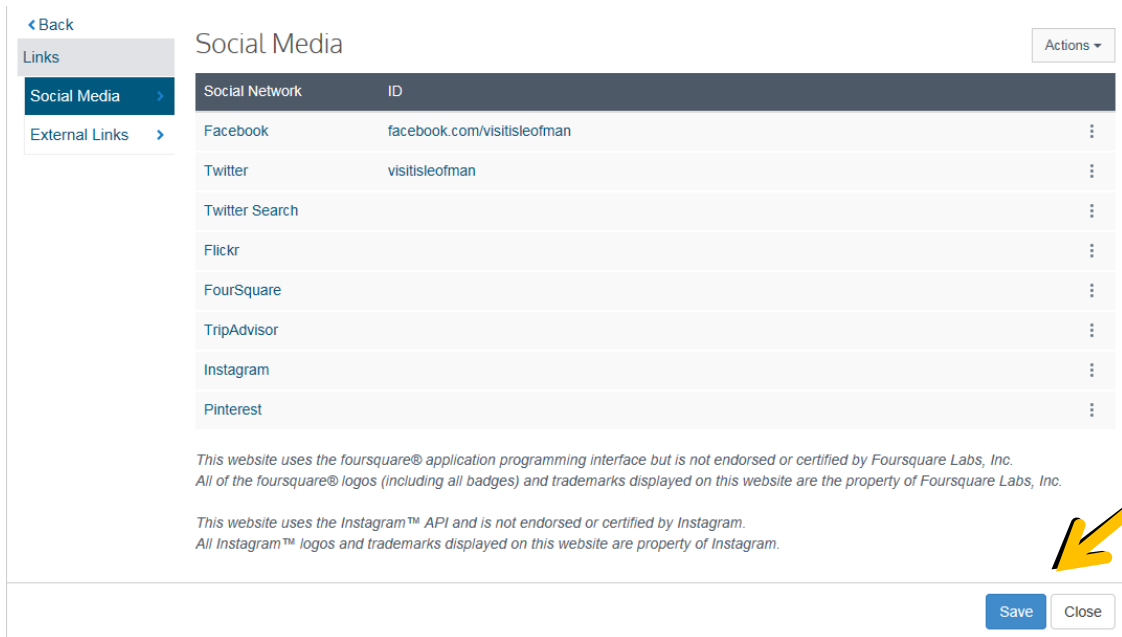
This screen will appear.

2. Type your Twitter username into the box for example @visitisleofman, and click 'Lookup'. This will search for your Twitter account and populate the ID, Name, Description, Location and Statistic fields.

Enter your Twitter username
e.g. @visitisleofman



3. Click 'Add'
4. Your screen will now look like this - click 'Save' in the bottom left corner of the screen



◀ Back

Links

Social Media

External Links

Social Media

Actions ▾

Social Network	ID	
Facebook	facebook.com/visitisleofman	⋮
Twitter	visitisleofman	⋮
Twitter Search		⋮
Flickr		⋮
FourSquare		⋮
TripAdvisor		⋮
Instagram		⋮
Pinterest		⋮

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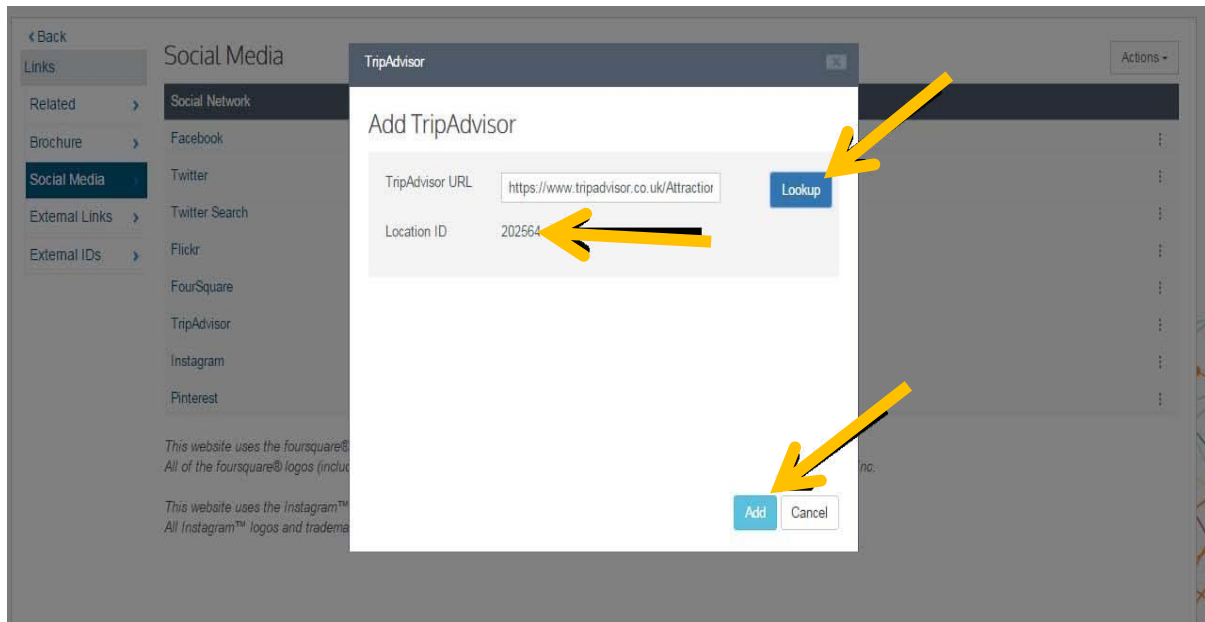
This website uses the Instagram™ API and is not endorsed or certified by Instagram. All Instagram™ logos and trademarks displayed on this website are property of Instagram.

Save Close

- **Trip Advisor**

1. To add your Trip Advisor account to your product page, click ‘Trip Advisor’.

This screen will appear.



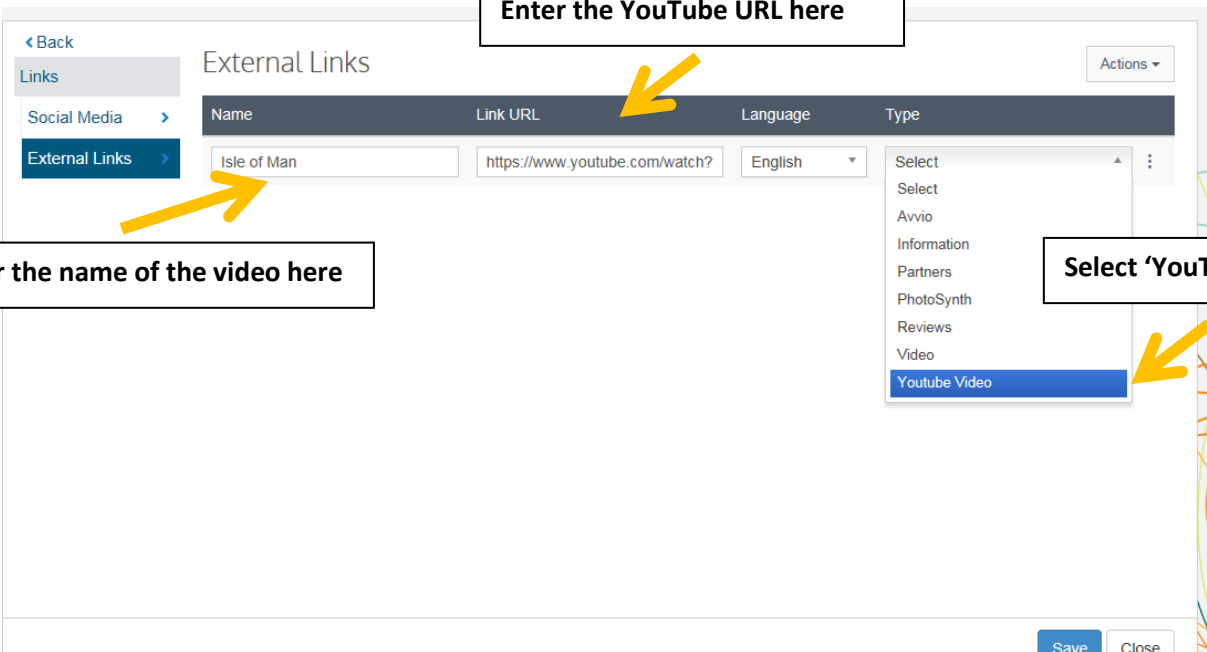
2. Copy and paste your Trip Advisor Business page URL into the ‘URL box’ provided and click ‘Lookup’ - this will search for your Trip Advisor Business page, and populate the ID box.
3. Click ‘Add’

- **YouTube Videos**

1. To add a YouTube video to your product page, click ‘Links’ and then ‘External Links’ in the left navigation bar
2. Click ‘Actions’ in the top right of the screen and select, ‘Add External Link’



3. Enter the name of the video e.g. ‘Isle of Man’
4. Copy and paste the YouTube video URL into the URL box
5. Leave the language as ‘English’
6. Type - use the scroll menu and select ‘YouTube Video’




Enter the YouTube URL here

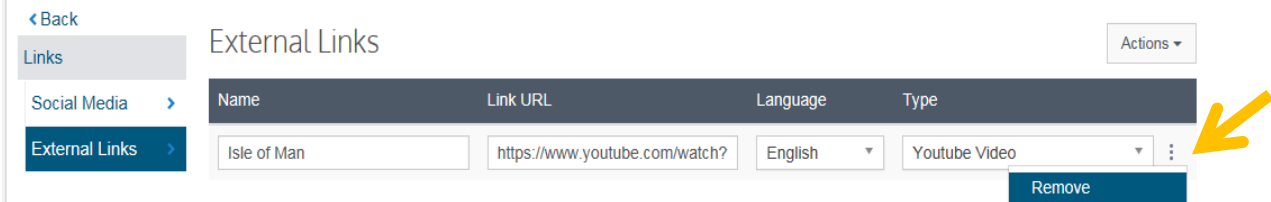
Enter the name of the video here

Select 'YouTube' Video

Save Close

7. Click 'Save' in the bottom right of the screen

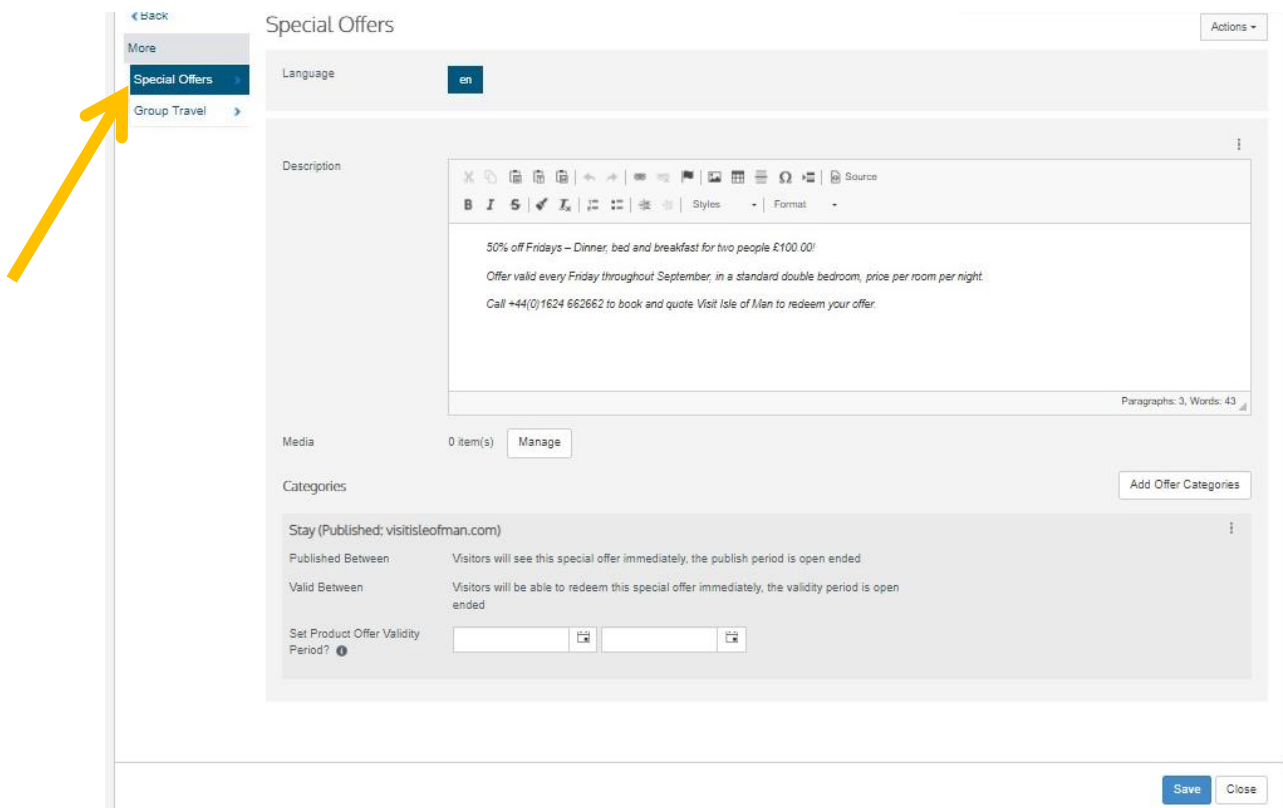
8. If you wish to remove a video from the product page, click the 'kebab' icon  to the left of the row and click 'Remove'.



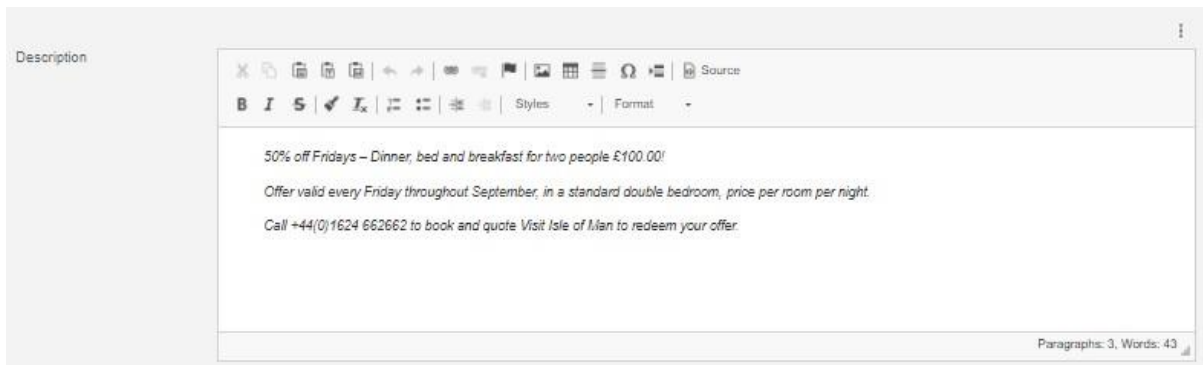
Remove

4.8 Special Offers

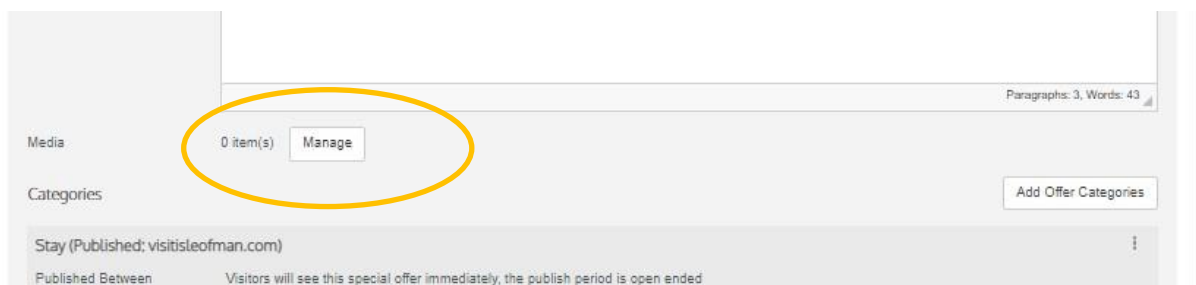
1. To add a special offer to the website for this particular product, select, 'More' and then 'Special Offer' in the navigation bar on the left of the screen.



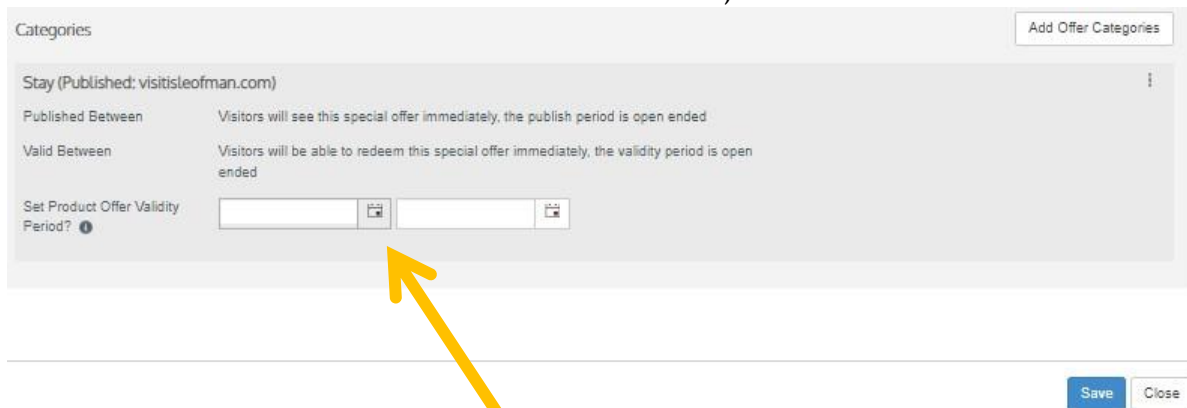
2. Click in the description box and write the details of your offer. Example shown below.



3. Once you have added the details of your offer, you may also wish to add some media. Select 'manage' and drag images onto the box that will appear. Once they have loaded the images press 'Save'



4. Click the calendar icon to reveal a calendar menu, and select 'from' and 'to' dates (the offer will 'fall off' the website on the stated 'to' date)



5. Select 'Add offer Categories' and select the option that applies to your offer in the box that will appear.

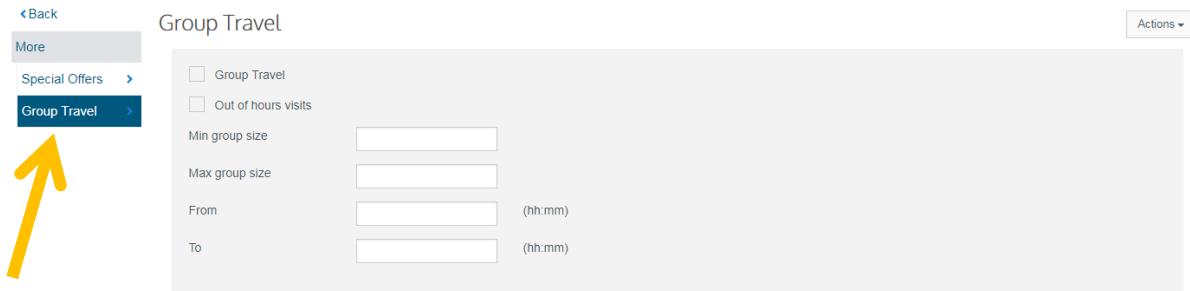


6. Click 'Save'

7. To add additional Special Offers, repeat this process (4.8)

4.9 Group Travel

1. To allow your product to be searched for by group size, select, 'More' and then 'Group Travel' in the navigation bar on the left of the screen.



Group Travel

Group Travel

Out of hours visits

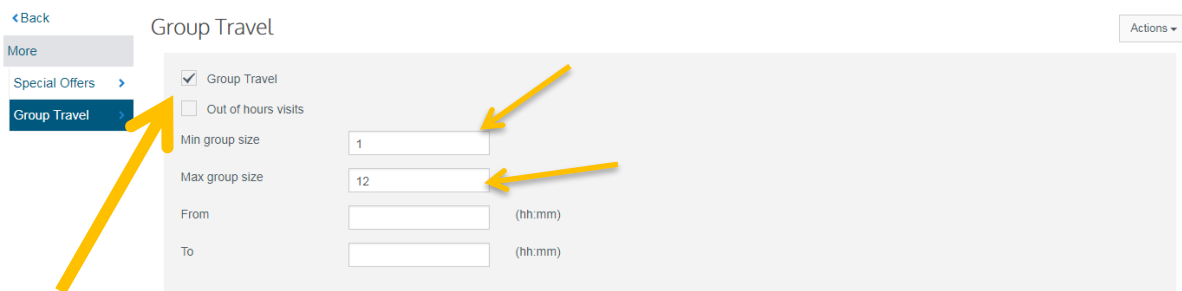
Min group size

Max group size

From (hh:mm)

To (hh:mm)

2. Tick 'Group Travel' and enter the 'Min Group Size' as 1, and the 'Max Group Size' as the largest size group you would accept.



Group Travel

Group Travel

Out of hours visits

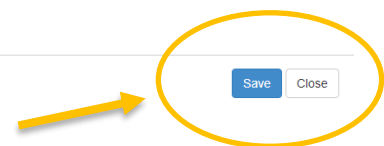
Min group size

Max group size

From (hh:mm)


To (hh:mm)

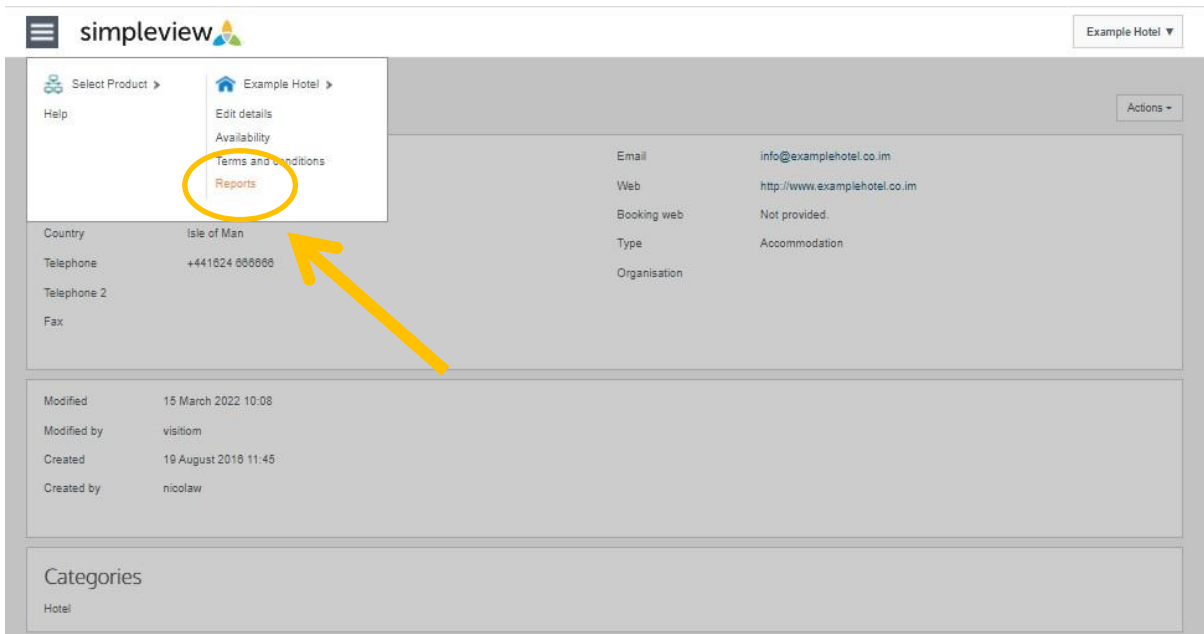
3. Click 'Save'



Save Close

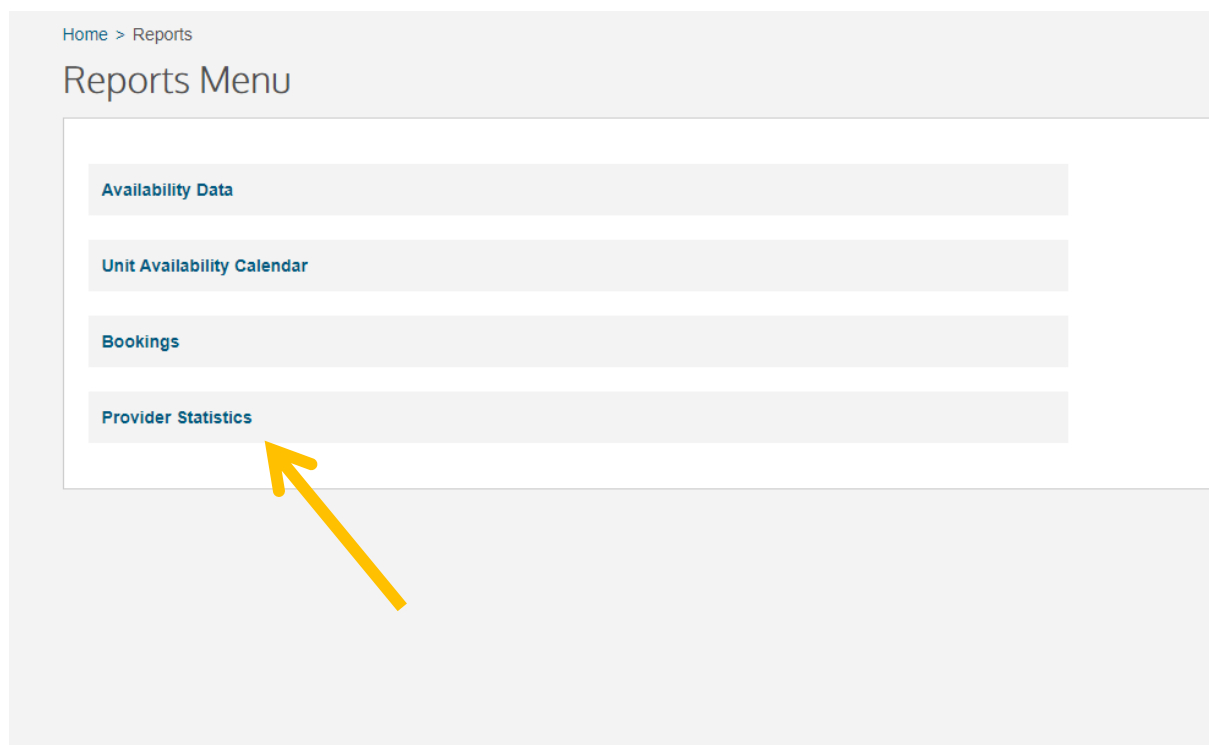
5.0 Viewing Profile Reports

1. Click on the  icon in the top left of your screen
2. Click Reports



The screenshot shows the 'simpleview' interface for 'Example Hotel'. A dropdown menu is open, listing options: 'Select Product >', 'Example Hotel >', 'Help', 'Edit details', 'Availability', 'Terms and conditions', and 'Reports'. The 'Reports' option is circled in yellow, and a yellow arrow points to it. The main interface displays hotel details such as Country (Isle of Man), Telephone (+441624 686868), Email (info@examplehotel.co.im), and Web (http://www.examplehotel.co.im).

3. Choose Provider Statistics



The screenshot shows the 'Reports Menu' with a breadcrumb trail 'Home > Reports'. The menu contains four items: 'Availability Data', 'Unit Availability Calendar', 'Bookings', and 'Provider Statistics'. The 'Provider Statistics' item is highlighted in blue, and a yellow arrow points to it.

4. Select the date range you wish to view statistics from and to

Home > Reports > Provider Statistics Report

Provider Statistics Report

From: 1 Oct 2018

To: 31 Oct 2018

Filter by Channel:

- Isle of Man Trade Website
- Isle of Man Website

[Update](#)

5. Filter by channel: choose Isle of Man Website

Home > Reports > Provider Statistics Report

Provider Statistics Report

From: 1 Oct 2018

To: 31 Oct 2018

Filter by Channel:

- Isle of Man Trade Website
- Isle of Man Website

[Update](#)

Click Update

Stats will display as below:

Isle of Man Website	
Product Details Displayed	578
Product Details Printed	0
Product Details Emailed	0
Telephone Number Provided	7
Location Map Viewed	4
Product Website Viewed	26
Provider Emailed	1
Added To Itinerary	22
Product Video Viewed	0
Polling Booking OUT	9
Booking Referrals from Partner Sites (Forced External)	0
Booking Referrals from Visit Britain	0
Availability Enquiry Emailed to Provider	0
Front desk referral (out)	0
Visit Britain Referrals	0
Provider Telephoned	0
Map Generated Directions	0
Provider Booking Website Referral	0
Conversion Rate	0%

Some of the statistics will show as 0, this is because they are not applicable on this site.

Look for the following stats:

- **Product Details Displayed** - Product details displayed in full on website
- **Telephone Number Provided** - Tracks when a phone shows a providers telephone number
- **Location Map Viewed** - Product's location map viewed
- **Product Website Viewed** - Product website viewed using the web link on the website
- **Provider Emailed** - Provider emailed using the email link on the website
- **Added to Itinerary** - Product added to an itinerary on website
- **Polling - Booking OUT** - Used to register that a viewer has been redirected from the site for an external booking